

# Utah Tech University Policy

## 203: University Business Practices



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### I. Purpose

- 1.1 The purpose of this policy is to identify when activities created by the faculty, staff, students or volunteers of Utah Tech University (“the University”) are required to follow University business practices and accounting policies and procedures.

### II. Scope

- 2.1 This policy applies to all activities created by faculty, staff, students or volunteers, or held on University Premises.

### III. Definitions

- 3.1 **Activity:** A University event, other than academic classes scheduled as part of the curriculum, that is held in a University building or outdoor space on University Premises. All such events that take place on a Utah Tech University Premises are considered University activities.

### IV. Policy

- 4.1 Activities created by University faculty, staff, students or volunteers using any of the following resources must follow university business and accounting policies and procedures.
  - 4.1.1 University Name
  - 4.1.2 University logos
  - 4.1.3 University Email or mail services to advertise the event
  - 4.1.4 Classroom time to promote the event

4.1.5 University tax exempt status

4.1.6 University facilities or equipment unless under a rental, contractual, or other agreement which defines the business and accounting responsibilities of each party

## **V. References**

5.1 University Policy 160: Intellectual Property

5.2 University Policy 441: Central Scheduling of Campus Facilities and Events

5.3 Utah Board of Higher Education R561 – Accounting and Financial Controls

## **VI. Procedures**

6.1 Activities meeting the requirements of this policy must use the University's policies and procedures and follow all business practices and accounting policy and procedures in implementing the activity or event.

6.2 Activities that are operated under a rental, contractual, or other agreement which defines the business and accounting responsibilities of each party are not required to follow this policy.

## **VII. Addenda—N/A**

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Policy Owner: Vice President of Administrative Affairs

Policy Steward: Assistant Vice President of Auxiliary and Business Services

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