

Expenditures on University-owned President Residency

Issued: January 12, 2017

POLICIES

Responsible Official: Vice President for Finance and Administration

Responsible Office: Physical Plant and Business Office

Policy Statement

It is the policy of Austin Peay State University that the University will furnish the President with a University-owned residency in recognition of the role the President must play in official entertainment and other official functions in these residencies.

Purpose

The purpose of this policy is to establish the operational guidelines for expenditures on university owned president residency.

Procedures

Expenditure Guidelines

- A. Expenditures are required to furnish, maintain, repair, renovate, and operate the residency. The following policy applies to expenditures on the residency:
1. The university will pay all utility bills for these residency.
 2. The university will pay for necessary repairs and maintenance to keep these buildings in an acceptable state of repair and operation.
 3. The university will finance any major renovations and expansions of the residency.
 4. The university will purchase and replace furniture and furnishings used in public and/or official entertainment areas in the residency. The President will provide furniture used in private or family areas. Carpets or rugs and wall and window coverings will be purchased through normal purchasing procedures and will be in a cost range in keeping with the quality of the residencies and for long wear and service.

5. The president will be expected to purchase any furniture or furnishings which are for their own personal convenience and may take them when they or their heirs leave the residency.
6. The university will provide the necessary grounds keeping and custodial personnel to maintain the grounds and residency at an acceptable level of cleanliness and attractiveness along with required cleaning and grounds keeping supplies and equipment.
7. The president is expected to use appropriate judgment and discretion in the expenditures of money for operation, maintenance, repairs, and furnishings.

Revision Dates

APSU Policy 4:034 – Issued: January 12, 2017

Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
		<input checked="" type="checkbox"/>			

Approved

President: signature on file