



WPI

Title: Discretionary Fund Spending

Policy Statement

Money or funding that is deposited into faculty or staff discretionary funds, including but not limited to professional development, overhead return, startup, professorships, etc. may be used to purchase goods and services directly related to WPI business. All assets, services, or subscriptions purchased with these funds are and remain the property of WPI and shall be inventoried appropriately and returned to WPI upon severance from the University. All remaining moneys in these funds after severance from the University shall be returned to the University for repurposing or reallocation.

Moneys from discretionary funds may not be used for personal expenses, including the independent purchase of computer or telecommunications equipment, personal (non-university related) travel, travel for family or significant other accompanying a University staff member, home offices or home office equipment, or other personal expenses. Faculty or staff members purchasing goods or services and using a discretionary fund as a funding source by way of a reimbursement, P Card, Purchase Order, or Direct Payment Request, or other payment method, are required to show proof of relation to University business and, if an asset, the asset must be reported at the time of purchase and inventoried appropriately.

All purchases are also subject to the University's Travel Policy and Expense Policy.