

**College of Medicine**  
**FCPA Donation Expense Policy**

FCPA funds may be used for donations only if the donation request meets the following criteria:

1. The donation must have a business purpose. The business purpose must be related to the education, clinical or research mission of the College of Medicine.
2. The donation must be to a 501(c) (3) organization.
3. The donation must be given in the name of the FCPA, the College of Medicine of the University of Florida, the Health Science Center of the University of Florida (“HSC”), or a department of the College of Medicine. The donation cannot be given in the name of an individual faculty or staff member.
4. Donations cannot be made to any department, Center, College, etc. of the UF HSC. You can transfer money within the HSC but donations cannot be made.
5. Donations \$1,000 or less must be approved by the CFO of the College of Medicine as well as approved by the appropriate Chair, etc.
6. Donations over \$1,000 must be approved by the CFO and Dean of the College of Medicine as well as approved by the appropriate Chair, etc.

**PLEASE NOTE RECEIPTS ARE REQUIRED FOR ALL REIMBURSEMENTS AND PAYMENTS TO VENDORS.**