Section 1. Purchasing Policy ................................................................. 2
Section 2. Supplier Diversity Spending and Inclusion Policy ......................... 6
Section 3. Payment of Commissions to Third Parties .................................... 6
Section 4. Loan Policy ............................................................................. 6
Section 5. Statement of Investment Objectives and Policies for the Endowment Fund ......................................................... 6
Section 6. Statement of Investment Objectives and Policies for the Operating Funds ................................................................. 13
Section 7. Board and System Administration Accounts ................................. 17
Section 8. Personal Checks .......................................................................... 18
Section 9. Approval, Acknowledgment, and Administration of Gifts, Contracts, and Sponsored Programs ........................................ 18
Section 10. NSHE and Member Institution Foundations’ and Affiliated Groups Administrative and Accounting Policies ................................................................. 23
Section 11. Salary or Annuity Option Agreements ......................................... 29
Section 12. Use of the Capital Improvement Fee ...................................... 30
Section 13. Use of the General Improvement Fee ...................................... 30
Section 14. Use of the Activities and Programs Fee .................................... 31
Section 15. Use of the Student Association Fee ...................................... 31
Section 16. Use of the Technology Fee - Regular ...................................... 32
Section 17. Use of the Technology Fee - iNtegrate .................................... 32
Section 18. Use of Differential Program Fees ........................................... 32
Section 19. Distribution of the Registration Fees ....................................... 33
Section 20. Distribution of Fee and Tuition, School of Medicine .................... 33
Section 21. Distribution of Fees and Tuition, William S. Boyd School of Law ...... 33
Section 22. Distribution of Fees and Tuition, School of Dental Medicine ............ 34
Section 23. Collection of Student Loans ..................................................... 34
Section 24. Host Expenditures .................................................................... 34
Section 25. Policies Concerning NSHE Intercollegiate Athletics .............................. 35
Section 26. Institutional Trade-Out Policy .................................................... 40
Section 27. Intercollegiate Athletics Trade-Out Policy .................................... 41
Section 28. Intercollegiate Athletics Complimentary Ticket Policy .................... 43
Section 29. Property, Capital Improvement Planning, and Facilities Management ......................................................... 44
Section 30. Establishment of Checking Accounts ............................................. 46
Section 31. The NSHE Estate Tax Fund ................................................................. 47
Section 32. NSHE Energy and Sustainability Policy ...................................... 50
Section 33. Environmental Health and Safety Statement ............................... 50
Section 34. Employee Charitable Donations through Payroll Deductions .......... 51
5. The provisions of this section concerning the authorized use and administration of funds generated from the Student Association fee are also applicable to any Board approved student association fee charged in addition to registration fees.
(B/R 2/09)

Section 16. Use of the Technology Fee - Regular

Funds generated by the Technology Fee – Regular must be used directly for the betterment of the students’ educational experience. Funds may be used for any technology-related expenditure, including, but not limited to equipment, associated software and licensing, Internet and Web-related support, user services/help desk support, lab support, lab coordinators and assistants, electronic library media, enhanced instructional technology for classrooms and labs, and distance education/interactive video equipment and facilitators. Each institution shall report annually the use of technology fee-generated funds to the Board of Regents.
(B/R 9/12)

Section 17. Use of the Technology Fee - iNtegrate

Funds generated by the Technology Fee – iNtegrate must be used directly to support the development of a system-wide information system. Funds may be used for the implementation of the iNtegrate Project, including but not limited to support for functional and technical staff, technology costs, and costs for communication devices. Each institution shall report annually the funds generated and expenditures associated with the fee to the Board of Regents. Upon completion of the iNtegrate Project, the Board of Regents shall review the use of the Technology Fee – iNtegrate.
(B/R 9/12)

Section 18. Use of Differential Program Fees

1. Funds generated from a differential program fee shall be deposited into a Differential Program Fee Account that is maintained separately for each program.

2. Funds generated from a differential program fee will not be included in the state supporting operating budget and will be retained by the institution.

3. Funds generated from a differential program fee shall be expended on goods and services directly related to the program with which the fee is associated, including, but not limited to, salaries and wages, operating, equipment and library materials that directly benefit the program. Appropriate levels of state support for the program shall continue.

4. At least 15 percent of the differential program fee at the universities and state college and 10 percent of the differential program fee at the community college must be allocated for need-based financial aid for students enrolled in the program for which there is an approved differential program fee. Institutions may establish policies and procedures consistent with this subsection to allow graduate assistants in a program with an approved differential fee to register without such a fee and to account for such allowance in reporting the required set aside for need-based financial aid.
5. Expending funds generated by the differential program fee for purposes other than those described in subsections 3 and 4 shall require approval by the Board of Regents.

6. In the fall of each odd-numbered year, each institution with approved differential fees will submit a detailed written report to the Chancellor’s Office regarding the actual expenditure of differential program fees with an explanation of how the fees have been used for the benefit of the academic program for which the differential fee was established.

(B/R 12/10)

Section 19. Distribution of the Registration Fees

The Registration Fee shall be distributed among the various accounts in conformity with a schedule approved by the Board of Regents. Distribution shall be in accordance with the category in which a student is placed in the student’s original registration that semester; i.e., graduate or undergraduate and lower- or upper-division at GBC and CSN.

1. Continuing Education, Community Service, and Off-Campus Programs.
   a. Entire fee to be dedicated to program budget for instruction.
   b. At the universities and state colleges, the per credit fee for credit courses offered by continuing education during the Fall or Spring Term shall be the same as the per credit fee charged for other credit courses offered during the same time period. During the Summer, the fees for continuing education courses shall be the same as the fees charged for Summer Session courses.

2. The refund of fees paid shall be made in conformity with the refund schedule described in Chapter 17 and shall apply to the entire registration fee.

(B/R 9/12)

Section 20. Distribution of Fee and Tuition, School of Medicine

The distribution of the Registration Fee per semester for students in the School of Medicine (SOM) shall be established by the Board of Regents:

Tuition paid by or on behalf of a student of the School of Medicine shall be revenue of the budget for the School of Medicine.

(B/R 12/04)

Section 21. Distribution of Fees and Tuition, William S. Boyd School of Law

The distribution of the Registration Fee per semester for students in the Williams S. Boyd School of Law shall be established by the Board of Regents:

Tuition paid by or on behalf of a student of the William S. Boyd School of Law shall be revenue of the budget for the William S. Boyd School of Law.

(B/R 12/04)