

Board of Trustees

Policy Manual

A comprehensive list of University policies approved by the Board of Trustees that are not found in the Faculty and Administration Handbook, Employee Handbook, or Student Handbook.

As of September 2019



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Accounts Payable
Policies and Procedures
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Updated June 29, 2010

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Accounts Payable Policies and Procedures

I. Background

The Accounts Payable Department is the culminating area for the flow of processes to acquire and pay for goods and services throughout the University (except for payroll). Consequently, it is imperative that the processes preceding their arrival at the Payables be complete and accurate. The following policies, when combined with Purchasing, Receiving, and Employee Expense policies, provide for a smooth and timely flow of cash to vendors and employees. The Accounts Payable Department seeks to maintain a satisfactory credit standing with vendors.

II. Policies

Accounts Payable will process financial documents in a timely and accurate manner and provide fiscal controls through its procedures. The Accounts Payable Department is responsible for a variety of functions associated with the process of making non-payroll payments to suppliers and employees. Accounts Payable performs data entry of payment and financial transaction documents as well as administering travel and expense reimbursements to faculty and staff. The department provides customer service regarding all facets of the payment process, assists with corrections, and works with the Purchasing Department to ensure compliance with University policies and procedures. Accounts Payable will not prepare a check without the proper approvals in accordance with ORU's various policies and procedures.

All invoices are to be paid within the lesser of thirty (30) days, the discounted due date or the due date on the invoice, receipt of goods or services, and completion of inspection and approval of the goods or services, or as spelled out in the contractual agreement. Exception: any trade discounts available for early payment should be achieved. If a dispute arises, the 30-day rule is waived until the dispute is resolved. Upon resolution of the dispute, a written explanation must be attached to the approval to explain why the approval was delayed. In the case of error on the part of a vendor, the 30-day period will begin upon receipt of a corrected and approved invoice by the agency.

III. Procedures

The Accounts Payable Department processes payments for invoices and check requests and performs other functions.

After all appropriate approvals and verifications have been obtained, checks are prepared by the Accounting Department and sent to the appropriate departments in regular mail. The Accounting Department will mail and/or distribute all checks with the necessary attachments, remittance stubs, and other documentation.

In addition to normal vendor payment or check request processing, certain kinds/types of payments will be discussed in greater detail below.

A. Invoices for Goods or Materials

The Accounts Payable Department pays invoices for goods when the purchase order matches the invoice and the Accounts Payable Department views evidence that the goods or services have been received. For purchase orders, the Purchasing Department enters the receipt of goods into the Purchasing computerized system. Also for electronic-initiated purchase orders, the computer system checks for the availability of budgeted funds before a purchase order is issued (see electronics in Purchasing Department policies). A hard copy of the receiving report should be sent to Purchasing by the Receiving Department (see Shipping and Receiving Department policies). If the invoice exceeds the purchase order amount, the receiving report shows shortages or damaged goods, see Purchasing policies for appropriate actions.

B. Invoices for Services

Invoices for services will be paid after the Accounts Payable Department matches the invoice with the purchase order, the cost center manager signs off for the receipt of services, and a completed Form W-9 is on file in the Accounts Payable Department. It is the responsibility of the Accounts Payable Department to obtain and maintain accurately completed Form W-9s.

C. Check Requests

Check requests will be processed only when the request has all proper signature approvals, availability of budgeted funds is verified, and the request is completely filled out, including the following:

1. Date
2. Dollar amount to be paid
3. Name and address of payee
4. Explanation of reason for check request
5. Responsible cost center employee authorizing the check
6. Cost Center manager's authorization
7. Proper account coding for cost center charges
8. An original invoice

Checks requests will be utilized only for the following:

1. Honorariums
2. Postage
3. Royalties
4. Insurance Payments
5. Reimbursement to Students

6. Tax Payments
7. Legal Fees
8. Consultant Fees

Other purchases should be processed through the standard Purchasing Requisition process. Check requests not complete will be returned to the requestor. (See separate policy on Employee Expense Reimbursement) Check requests must arrive in the Accounts Payable Office four (4) days before the check is needed.

A signature card must be on file with the Accounts Payable Department for each cost center manager up to and including the President of ORU. Signature comparisons of the approval and the signature card will be made for check requests over \$2,000 and at other times for smaller amounts on a test basis. If there is a question regarding approvals, further verification will be taken by the Accounts Payable staff.

D. Student Refunds

The Accounts Payable Department must receive a Student Accounts receivable system report request from Student Accounts with two signatures before a refund check will be prepared. A student refund list must be approved by either the Vice President and CFO or the Controller.

E. Payments for Development Department Agreements

From time to time, the Development Department enters into financial agreements with donors, such as gift annuities, which require periodic payments. The Accounts Payable Department will enter such payments into the computerized system on an annual basis based upon instruction from the Development Department. Checks will be prepared automatically on an annual basis. When such agreements are first entered into the system, the ending date for automatic payments is April 30 (ORU's fiscal year end) or the new fiscal year-end if changed from April 30.

Each year the Development Department sends documentation to the Accounts Payable Department authorizing another year's automatic payments to the recipient. It is the responsibility of the Development Department to establish a method of determining when such payments should stop based upon death or other identified circumstances. When such events occur, the Development Department is to notify the Accounts Payable Department to stop automatic payment immediately.

F. Lost or Mislplaced Checks

Any checks that are not received by the designated party (vendor, department, employee, student, etc.) are to be immediately stopped for payment at the bank on which the check was drawn. Notification should be made to the Director of Cash

Management so that the appropriate paperwork is completed and communicated with the University's bank. Assuming that all approvals and verifications were proper, a new check will be issued once it is determined that the lost check has not cleared the Bank. If the check has already cleared the bank, a copy of the check (front and back) is to be obtained from the bank and given to Internal Audit for follow up and resolution.

G. Sales Tax

Oral Roberts University is exempt from payment of Oklahoma Sales Tax levied by the State of Oklahoma, any county or municipality, on purchases of tangible personal property or services, including materials, supplies, and equipment purchased for construction and improvement of buildings and other structures owned and operated for educational purposes.

68 Oklahoma Statutes, Section 1356 (11) (Supp. 1997)

68 Oklahoma Statutes, Section 1370. (B.) (Supp. 1997)

No sales tax should be charged on invoices to Oral Roberts University, unless the purchase order specifies "Subject to Sales Tax." Please contact the Office of the Vice President and CFO for a copy of the Oklahoma Sales Tax Exemption letter.

H. Abnormal Circumstances

In all situations where there are exceptions to the policies or procedures above (shortages, holds, incorrect amounts, etc.), the Accounts Payable Department will take whatever steps are necessary to resolve the exceptions, making sure that proper approvals and verifications are approved.

IV. To establish responsible stewardship of University resources the following purchases/payments will not be permissible:

- **Gift cards**
- **Cash advances** (Excluding student per diem requested on approved travel for the University)
- **Flowers**
- **Personal gifts**
- **Fuel for personal vehicles and University-provided/sponsorship vehicles to employees** (Fuel for business trip rental cars is a permissible purchase)
- **Meals** (Excluding business trips and business luncheons with external affiliates. Meals for meetings with University employees only will not be reimbursed with the exception of Sodexo provided meals for on-campus meetings.)
- **Alcohol** (Or any other purchases in violation of the ORU Honor Code)
- **Entertainment** (Excluding development entertainment expenses)

- **Cell phone expense reimbursements** (All cell phone expenses will be handled through the approved cell phone policy and stipend payments)
- **Printing Services** (All printing services must be coordinated through Pitney Bowes)
- **Travel and meal expenses for family members** (except for business-related travel that is pre-approved by the Vice President and CFO)

Affiliated Organizations

As of April 15, 2009

A. Scope

This policy governs business transactions between Oral Roberts University ("ORU") and any Affiliated Organization. For purposes of this policy, an "Affiliated Organization" includes (a) corporations, partnerships, limited liability companies or other organizations in which ORU owns (directly or indirectly) more than 50% of the ownership interests in the entity; (b) non-profit organizations in which ORU has the power to appoint or elect a majority of the organization's directors or trustees or where a majority of the organization's directors or trustees are trustees, directors, officers, employees or agents of ORU; and (c) organizations that conduct joint programs or share facilities or employees with ORU.

B. Policy Statement

All business transactions between ORU and an Affiliated Organization that is not tax-exempt under Internal Revenue Code Section 501(c)(3) ("Non-Exempt Affiliates") will be at arm's length. Further, all transactions between ORU and an Affiliated Organization that is tax-exempt under Internal Revenue Code Section 501(c)(3) ("Exempt Affiliates") will be at arm's length unless: (1) the transaction is not in connection with an unrelated trade or business (as defined in the Internal Revenue Code) of the Exempt Affiliate and (2) the transaction is in furtherance of ORU's educational mission. For purposes of this policy, "arm's length" means the terms of the transaction are consistent with the terms that would apply if unrelated organizations had engaged in the same or similar transaction under the same or similar circumstances. ORU shall not enter into any transaction or engage in business dealings with an Affiliate Organization that is inconsistent with ORU's stated purpose and tax exempt status.

This policy requires that, at the beginning of fiscal year of adoption of this policy and each fiscal year thereafter, ORU's President and Chief Financial Officer shall review the terms and material facts of ongoing and expected business transactions involving Affiliated Organizations and shall confirm that all transactions are in accordance with the standards described above. ORU's President and Chief Financial Officer are authorized to enter into and/or amend from time to time any such agreements in accordance with the terms of this policy, subject to any requirement that certain transactions be approved by the ORU Board or Trustees or a designated committee thereof.

Any chapters, branches or affiliates of ORU shall maintain operations, policies and procedures that are consistent with the policies and procedures of the University. ORU's governing documents shall ensure appropriate governance structure with respect to any related chapters, branches, and affiliates. Policies and procedures shall be in place that prevents any chapter, branch, or affiliate of ORU from jeopardizing its tax-exempt status.

Allowance for Doubtful Accounts Policies and Write-Off Procedures

Adopted June 29, 2010

I. Background

An allowance for doubtful accounts measures receivables recorded but not expected to be collected. These receivables come from sources that include but are not limited to student's accounts and loans, tenant receivables at CityPlex Towers, pledges by donors, and auxiliary income, such as Mabee Center receivables and University Broadcasting.

Often, it is not known which specific accounts receivable invoices will be uncollectible. An allowance is therefore established by the University to estimate the value of those receivables believed to be uncollectible. This entry should be recorded so the income statement and balance sheet are fairly stated at the amount expected to be collected in receivables, thus satisfying the matching principle.

II. Policies

Because some accounts receivable may prove to be uncollectible, each department is responsible for determining an appropriate amount as an allowance for those accounts considered to be uncollectible at the end of each fiscal year. This determination of collectability is made in conjunction with the Finance department. At regular intervals (at least annually), each department will evaluate their open accounts with customers and others to determine an allowance for doubtful accounts (ADA) to reflect the estimated uncollectible accounts. This allowance will be used to reduce the total amount of accounts receivable on the University's financial statements.

Several methods will be used for estimating the amount of uncollectible accounts receivable to be recorded as an allowance for doubtful accounts. Three acceptable methods are:

1. **Aging of Accounts Receivable.** When using an aging of accounts receivable, individual customer account balances are categorized according to the length of time they have been outstanding. The department estimates the relative non-collectability for each category based on past experience. The estimated uncollectible amounts in each category are totaled to determine the total allowance.
2. **Percentage of Accounts Receivable.** This method uses a percentage of the ending accounts receivable balance to estimate the allowance for uncollectible accounts. However, excellent historical records must be maintained to justify the percentage used.
3. **Percentage of Revenues.** When using this method, a percentage of revenues for the year are assumed to be uncollectible. The department is therefore estimating bad debt expense based on previous years rather than the amount of the allowance as in the two methods discussed above.

The Finance department is responsible for preparing the accounts receivable journal entry that will record the allowance for doubtful accounts at the end of each fiscal year and will also charge the appropriate departmental account when the allowance is established.

III. Write-Off Procedures

Departments should follow the procedures below when writing off accounts receivable.

1. The cost center manager may authorize uncollectible accounts to be written off after ensuring that 1) all reasonable efforts have been exhausted in attempting to collect the accounts and 2) the write-offs are supported by documentation of collection activity (copies of invoices and collection letters, notes from telephone contacts, returned mail, collection agency correspondence, etc.).
2. The department's cost center manager will complete an Accounts Receivable Write-Off Request Form (FM 300) and send it with an itemized list of uncollectible accounts to the Controller's office. The request must include a justification for write-off (see IV below). For details on writing off uncollectible returned checks, see #13 below.
3. Requests for write-offs may be submitted at any time during the year; however, all accounts outstanding must be evaluated at April 30, the University's fiscal year end. All write-offs to be included in the previous fiscal year should be submitted to the Controller's Office no later than seven (7) days following the fiscal year end.
4. The department's cost center manager will review and sign the FM 300, forward it to their immediate supervisor and the responsible Vice President for approval prior to sending the original approved FM 300 to the Controller's office. A copy of the FM 300 should be retained in the department's files.
5. The Controller's office (or designee) will prepare and record the journal entry to write off the accounts from the University's general ledger.
6. Quarterly, the Controller's Office will prepare a summary of all write offs over \$5,000 per department or individual to be sent to the University's Vice President and Chief Financial Officer for approval to write off. Any write offs greater than \$50,000 will be presented at a regularly-scheduled Finance Committee meeting for review and approval prior to being recorded in the University's records.

IV. Justification for Write Offs.

The reasons for writing off other account balances must be indicated on the FM 300. Accounts that meet one or more of the following criteria may be submitted for write-off:

Open accounts

1. Accounts returned by a collection agency as uncollectible.
2. Bankruptcy of the debtor has been legally declared (see #12 below for instructions on student loans).
3. Credit balances under \$100.00 and inactive for one year. These will be written off to unclaimed property.
4. Accounts over three years old that have been billed regularly.

5. Accounts under \$100.00 and over six months old and either (1) returned for incorrect address or (2) billed at least three times. Generally, the third billing should include a special collection notice.
6. Accounts owed by companies no longer in business.
7. Judgments over twelve months old.
8. Residual amounts under \$5.00 (debit) of any age, regardless of whether from a student who is currently enrolled.
9. Other reasons to be considered on a case-by-case basis.

Student debts

10. Former Students. If the debtor is a former student of the University, a hold on the release of transcripts, diplomas and future registration privileges (including Graduate School, homecoming, athletic season tickets, etc.) must remain in effect until the obligation is paid. No scholarship funds, whether institutional or restricted, are to be used to relinquish an outstanding balance once a student has withdrawn from classes or has graduated from the University.

Whenever collections are made for amounts previously written off, an official University receipt should be prepared and the amount collected credited to the appropriate income accounts. Any holds or encumbrances against the individual should be released.

11. Current Students. Certain debts may be canceled or written off when a student dies during a term of enrollment. Departments becoming aware of a situation with a current student outside of this policy, the cost center manager should consult the University's Chief Financial Officer for procedures and direction.

Bankruptcy of Debtors

12. The following conditions apply when a debtor files for bankruptcy:
 - a. When a department receives notification from the bankruptcy court that a debtor has filed for bankruptcy, the department should immediately cease all collection efforts.
 - b. If the bankruptcy notice states that claims may be filed, the department may do so by referring the matter to the Vice President and Chief Financial Officer for assistance. Time is of the essence to make proper filing so careful attention should be paid to deadlines for filing.
 - c. Student loans or other debts representing an obligation to repay amounts received or credited for educational purposes are generally not dischargeable in bankruptcy.
 - d. If a discharge notice is received from the bankruptcy court, the debtor is no longer liable and the debt should be cleared from the debtor's record. However, for nondischargeable debts as described in c. above, collection efforts may resume after the debtor's discharge in bankruptcy.
 - e. Collection efforts may also resume if the case is dismissed.

Write Off of Uncollectible Returned Checks

13. When a returned check proves to be uncollectible, the department should follow the write-off procedures in III above. The copy of the original returned check provided to Student Accounts should be stapled to the completed FM 300. If the uncollectible returned check was tendered by a current or former student, a hold must remain on the student's transcript until the obligation is paid.

Whenever collections are made for returned checks that have been written off, an official receipt from the University should be given to the payer in lieu of the returned check. Any holds or encumbrances against the individual should be released.

Write Off of University Student Loans

14. The procedures for writing off uncollectible institutional student loans (principal and interest) are the same as for other University receivables. Please refer to section III above for detailed write-off procedures.

Write Off of Uncollectible Donor Returned Checks for Gifts

15. Returned checks resulting from checks deposited for gifts will be addressed by the Vice President of Development and the Gift Officer directly involved with the donation. After collection procedures have been followed and all efforts for collection have been exhausted, the Development department's Vice-President will recommend for write-off of the returned checks that have proven to be uncollectible. These accounts will be reviewed by the Vice President of Development and Vice President and Chief Financial Officer. The checks and the write-off form should be submitted to the Controller's Office and Contribution Accounting for write-off. Written approval for the write-off must be maintained on file for audit verification. Accounts approved for write-off will be charged against the fund credited on the original deposit and the gift will be removed from the donor records.

APPEAL OF ORDER TO VACATE PREMISES

Adopted January 31, 2014

An individual who has been issued an Order to Vacate Premises (“Order”) may appeal the Order to Oral Roberts University (“ORU”). The appeal process is not applicable to any criminal charge (which is to be addressed in the appropriate governmental system). The appeal must be in writing and received by ORU within fifteen (15) calendar days of the issuance/service date of the Order. Delivery can be made to ORU by mail or electronic mail to:

Director ORU DPSS
7777 S. Lewis Ave.
Tulsa, Oklahoma 74171
gisaacs@oru.edu

Failure to file a timely appeal shall constitute a waiver of the right to appeal. Appeals should include the appealing party’s current contact information (address, telephone number and e-mail address) and whether a hearing is requested. Additional information in support of the appeal may include the reason(s) for being on ORU Property at the time of the issuance of the Order; the future need to be on ORU Property; and any other information the appealing party wishes to be considered.

Upon receipt of a timely appeal, appropriate information will be gathered and delivered to the Order to Vacate Premises Appeal Committee (“Committee”). The Committee, at a minimum, shall consist of the ORU’s Chief Operating Officer, Chief Financial Officer and Provost (or their equivalent positions). The President of ORU may appoint up to two (2) additional members to the Committee.

If a hearing is requested, the type and scope of any hearing shall be within the sole discretion of the Committee. The Committee may sustain, rescind or modify the Order. The decision of the Committee shall be final, in writing and mailed to the appealing party at the address provided in the written appeal. If an appeal is filed, the restrictions set forth in the Order will remain in effect until the appeal process is completed

Athletic Ticket Policy
For ORU Retirees
Adopted June 29, 2010

In honor of an individual's years of contribution to Oral Roberts University and in reflection of their distinguished service, a special award of season tickets for ORU basketball and baseball home games is being made available based on the criteria described below.

To receive this consideration, an employee must formally state in writing that they intend to retire from Oral Roberts University. This notice must also include the effective date of retirement.

Years of Service

Ticket Award

- | | |
|---|---|
| 1. 20 plus years of continuous, credited service. | Two free season tickets for Basketball and Baseball |
| 2. 10 thru 19 years of continuous credited service. | Two season tickets for Basketball and Baseball, discounted at 50% of regular price. |

Call Recording Policy

Adopted December 6, 2017

Purpose

The purpose of this policy is to set forth the guidelines and procedures for the recording of phone calls. Phone calls are currently authorized to be recorded in the following department(s):

Admissions and Enrollment (A&E)

The purpose of recording of inbound calls to and outbound calls from the authorized department(s) is to provide a record which can support training; improve performance; protect from abusive or nuisance calls; establish the facts in the event of a complaint; assist in quality control; and for other legitimate purposes as identified by ORU.

All call recording, usage and retention shall be done in compliance with applicable and controlling federal, state and local laws.

System

Recording will be done through the Shortel Phone system. Appropriate safeguards and security shall be utilized to ensure the integrity of the recorded calls. The access point for call recording shall be limited to the telephone lines going into and out of the authorized department(s). There shall be no access to the general trunk or other department telephone lines.

Selection and Access

Recordings will be accessible on the basis of need. Need is in relation to the purpose to which the recording will be utilized. Recordings shall be selected for review by A&E management and designated ORU officers for the purposes set forth above. A&E management may play selected recorded calls for staff and team training and instruction. The browsing of recordings for no valid reason is not permitted.

The following positions will have access to the stored data recordings and permission to monitor calls for: Director of Enrollment (Campus), AVP Online and Lifelong Learning, Director of Online Enrollment and the Lead/Trainer Admissions Representative. Other authorized officers of ORU shall have permission to access recorded calls for complaint, nuisance, legal and other legitimate business purposes.

A written log shall be maintained regarding each call accessed which shall include the name of the person accessing the call, their title, the date of the call, the date(s) accessed, and the reason for the selection of the call for access.

Procedure:

Every caller shall be informed that the call may be monitored or recorded before the conversation is opened through: a.) for incoming calls - a pre-recorded statement in the telephone

welcome message before connection is made to an ORU employee or b.) for outgoing calls - the ORU employee shall read the approved call recording script prior to communicating with the caller. This procedure shall also apply if the employee is using their mobile phone when transferred from the Shortel office phone system.

The script shall be substantially in the form as follows:

This call may be monitored or recorded for legitimate business purposes including training and quality control. Your continued participation in this call constitutes your express consent for this call to be monitored and recorded.

A caller may request that their call is not recorded. In this situation the caller may be asked to call a telephone number in the department that is not subject to recording; will be called from a telephone number in the department that is not subject to recording; and/or will be advised to contact ORU either in writing or by email or be contacted by ORU through such mediums. Once this information is communicated, the call shall be terminated by ORU.

Notice shall be posted in conspicuous places throughout the authorized departments as well as on telephones in the authorized departments advising individuals that calls from and to telephones in those departments are subject to being recorded.

Separate, unrecorded and designated telephone lines shall be available within the authorized department for non-work related calls by staff and work related calls that do not need to be recorded or do not satisfy the criteria for recording.

All calls will still be subject to ORU's telephone usage policy.

ORU will make every reasonable effort to ensure (PCI DSS) compliance is upheld regarding the recording of such telephone stored data. Calls where the caller provides details of a payment card for the purpose of making a payment to NYCC will be recorded.

Calls initiated as internal calls between extension users shall not be recorded.

Retention.

Recordings will be managed in such a way that the data subjects (third parties and employees) can be fulfilled and all the obligations of the data controller (ORU) are observed. The ORU IT department will help ensure that all safeguards are maintained and avoid any data security breaches. Recordings of calls will be encrypted and stored electronically in a secure environment.

Recorded calls will be retained for a period of three (3) months. Thereafter, the recorded calls shall be deleted by ORU IT from the electronic storage system. Some recordings may be retained for longer than three (3) months for the following reasons if:

- required for a complaint;
- been identified as valuable for staff training;

- as evidence for the record-keeping purposes; or
- other legitimate purposes as identified by ORU.

Training

Each individual employed within the authorized department shall be required to review and sign this policy acknowledging that they have read it and shall comply with it. In addition, the authorized department is required to provide appropriate training regarding call recording and this policy to ensure compliance.

Any infringement of this Policy is considered to be a serious offense and may result in disciplinary action up to termination of employment. In the event that any member of staff feels he/she has breached the above Policy, whether on purpose or inadvertently, is required to inform their manager immediately.

Cash Management & Investment Policy

Adopted April 17, 2008; Amended April 12, 2018

- I. **Purpose of this policy:** The purpose of this policy is to assist the Board of Trustees in overseeing the cash management and investment activities of Oral Roberts University. The university's administration and any assigned investment managers will implement the Board's directives and report activity at the regularly scheduled Board meetings. The policy will be approved by the full Board while target asset allocation changes will be reviewed and altered by the Finance Committee. The policy will be reviewed annually by the Finance Committee.
- II. **Execution of this policy:** The administration is authorized to manage all financial transactions within the guidelines of this policy and to rebalance funds between Board meetings within the prescribed asset allocation ranges. The administration is authorized to select qualified investment managers to aid in the investment management process and to report such relationships to the Finance Committee. The voting of proxies will be delegated to the investment manager responsible for securities held within its portfolio.

Overall the investment management process at the university will seek to minimize the complexity of financial instruments used. To this end, we will mainly utilize funds instead of individual stocks or bonds. This approach means that our investment performance will be more tied to systemic risk and return (broad market or asset sector performance) than to specific risk and return (company-specific securities). Additionally, investment concentrations will be set by targeting asset allocation ranges that represent the appropriate level of risk for each fund. This approach leads to investment performance that is primarily driven by asset allocation (investment plan) than by security selection (picking individual securities that we believe will "outperform" a sector or the broad market).

- III. **Management of Funds:** Integrity in the management and investment of restricted funds, including endowments, is essential to assure donors that Oral Roberts University maintains the highest standards of stewardship and accountability and that fund will be used for their intended purpose. Therefore, restricted funds will be set aside in separate and distinct accounts and investments and in no case co-mingled with or available for general operating funds of the University. Unless otherwise provided specifically in a Fund or Endowment Charter, funds will be maintained and released for their intended purpose only and no loans from the funds will be permitted. Any exceptions to this policy will require a recommendation by the Finance Committee of the Board of Trustees and approval of a majority of the Executive Committee of the Board.
- IV. **Scope of this policy:** This policy defines the investment management process for all assets reflected under "Cash and cash equivalents" or Investments held for long-term purposes" in the consolidated statement of financial position. The following classes

of financial assets or accounts are reflected in these balance sheet accounts and will be addressed individually in this policy.

- A. Operating cash and reserves (operating funds with and without restrictions)
- B. Capital projects funds (unrestricted/temporarily restricted/permanently restricted)
- C. Trust funds (temporarily restricted, trust funds in settlement, life income agreements)
- D. Gift annuity reserves
- E. Endowment funds (restricted and unrestricted balances)

V. **Specific Fund Investment Management Requirements:**

A. ***Operating cash and reserves***

1. Fund purpose: Working capital funds for university activities or operations.
2. Investment goals, risk tolerance, and investment plan: Investment goals are very simple and conservative. Since these funds are vital to the Institution's financial health, only investment Instruments with minimal credit and price variability risk are allowed. Interest earned benefits The institution, but the preservation of principal is the primary goal. Funds that will be required to support operating cash flow needs will always be invested in liquid investments. However, funds identified as not needed to support near-term operations (over three months) may be invested in instruments with maturities up to one year.
3. Asset allocation ranges and approved investment instruments: Asset allocation ranges will show extreme conservatism. Approved instruments are as follows:
 - Liquid Investments- bank accounts with conservative account balances in financially strong banking institution, Collateralized sweep accounts, government money market mutual funds.
 - Short Term Investments with Maturities up To One Year- government bond funds, bond funds, and certificates of deposit.

B. ***Capital projects funds*** (unrestricted/temporarily restricted/permanently restricted)

1. Fund purpose: These fund represent either loan or gift proceeds that are earmarked for capital projects (building, equipment, furnishings)
2. Investment goals, risk tolerance, and investment plan: Interest earned benefits the institution, but the preservation of principal for the acquisition of capital goods or services is the primary goal. Capital Project Funds will be invested in Liquid

Investments or short-term Investments with Maturities up To One Year based on capital project cash flow needs.

3. Asset allocation ranges and approved investment instruments: Asset allocation ranges will show extreme conservatism.

Approved instruments are as follows:

Liquid Investments- bank accounts with conservative account balances in financially strong banking institution, collateralized sweep accounts, government money market mutual funds.

Short-Term Investments with Maturities Up To One Year- government bond funds, bond funds, and certificates of deposit.

C. Trust funds

1. Fund purpose: Each trust fund will have a separate purpose statement and investment plan based upon its unique characteristics. However, in general trust funds that the university manages are intended to provide current income to grantor or beneficiaries while preserving capital for future needs.

2. Investment goals, risk tolerance, and investment plan: An investment plan will be developed for each trust account in partnership with the designated investment manager.

3. Asset allocation ranges and approved investment instruments: Asset allocation ranges will be set individually for each trust.

Approved investment instruments are as follows:

All cash and short-term investment instruments listed in section V. A. below, government bond funds, bond funds, individual equities, equity funds, and real estate funds (REITS). Closely held stocks are only allowed if they are part of the original trust assets or are added subsequently by the grantor. These will be liquidated and reinvested in exchange-traded securities if grantor agrees and a buyer is available.

D. Gift annuity reserves

1. Fund purpose: This fund exists to provide sufficient funds to pay gift annuity liabilities, which consist of lifetime annuity payments based on a principal value and an interest rate.
2. Investment goals, risk tolerance, and investment plan: Invested assets need to provide adequate cash flow to meet annuity payment obligations while preserving principal. Since annuity time horizons tend to be long (10-25 years), slightly higher levels of volatility may be more acceptable for these investments. However, realized and unrealized gains and losses do directly impact the consolidated net revenue and

thereby the capitalization and measured liquidity of the university.

3. Asset allocation ranges and approved investment instruments: Asset allocation ranges will reflect a moderately aggressive approach to income and growth and an acceptance of greater volatility of return. Approved investment instruments are as follows: short-term investments, government bond funds, bond funds, individual equities (excluding closely held stocks), and equity funds.

E. Endowment Funds

1. Fund purpose: The Endowment Fund's purpose is to support the university's mission by building a solid investment portfolio through interest, dividends, and capital appreciation so that a portion may be used annually to support designated university scholarships or programs.
2. Investment goals, risk tolerance, and investment plan: As a perpetual portfolio, the investment horizon is continuous. Consequently, greater volatility in returns is acceptable. However, since realized and unrealized gains and losses directly impact the consolidated net revenue and thereby the capitalization and measured liquidity of the university, asset allocation ranges will be monitored closely and designed so that even significant deterioration in an asset class will not permanently impair the university's net asset or liquidity position.
3. Asset allocation ranges and approved investment instruments: Asset allocation ranges will reflect a moderately aggressive approach to income and growth and an acceptance of greater variability of return. Asset allocation parameters are reflected in Schedule A (see attached) as approved by the Investment Committee. Approved investment instruments are as follows: short-term investments including money market funds, government bond funds, bond funds, individual equities (excluding closely held stocks), equity funds, including real estate investment trust funds ("REITS") and master limited partnerships held in mutual funds. No more than 5% of the total market value of the Endowment may be invested in any single company or issuer other than securities issued by the U.S. Treasury and its agencies. In addition, no more than 20% of the total market value of the Endowment may be invested in any single investment manager.

VI. Investment Instrument Standards

A. Cash & Short-Term Investments

1. Bank Accounts: operating accounts at FDIC insured banks.
2. Sweep Accounts: overnight bank investment accounts that are within the SEC guidelines for money market sweep accounts. No dollar limit.
3. Certificates of Deposit: CD's with maturities up to 12 months that are placed with FDIC insured institutions.

B. Money Market Funds:

Funds that invest in short-term investment grade securities must be SEC registered and operate under SEC Rule 2a-7 and by adherence to these requirements seeks to maintain a constant \$1 net asset value per share by minimizing the fund's exposure to interest rate and credit risk. Funds must have a minimum of \$100,000,000 in assets

C. Bond Funds:

Mutual funds that invest in U.S. Treasury, U.S. Agency and Corporate securities, High Yield, and Global Bonds. Minimum allowable fund credit rating is BBB, except for High Yield bond funds. Maximum allowable duration is ten years. Funds must be SEC registered and have a minimum of \$100,000,000 in assets.

D. Individual Equities

1. **Common Stocks**: Stocks must be SEC registered, traded on the NYSE, NASDAQ, or AMEX and have a minimum capitalization of \$100,000,000. Concentration limit: no single stock can represent more than 5% of the invested assets of any university fund (individual trust fund, Gift annuity reserve, or endowment fund).
2. **Preferred Stocks**: Stocks must be SEC registered, traded on the NYSE, NASDAQ, or AMEX and have a minimum capitalization of \$100,000,000. Concentration limit: no single preferred stock can represent more than 5% of the invested assets of any university fund (individual trust fund, gift annuity reserve, or endowment fund.)
3. **Closely Held Stocks**: The purchase of closely held stocks or placement of direct cash investment into a company (limited partnership, privately issued debt, etc.) is prohibited. If such assets are given to the university or added to a trust, they will be liquidated as opportunities arise and the cash proceeds will be reinvested in exchange-traded securities.

E. Equity Funds:

Funds must be SEC registered, traded on the NYSE, NASDAQ, or AMEX and must have a minimum of \$100,000,000 in assets. **Real Estate: (REITS)**

Real Estate Investment Trust funds (REITS) must be SEC registered, traded on the NYSE, NASDAQ, and AMEX and have a

minimum of \$100,000,000 in assets.

F. Other

1. *Non-Standard Transferred Assets:*

Other assets that are given to the university (land, vehicles, ownership interests, private property, etc.) will be liquidated as soon as possible and the proceeds invested in the above approved instruments. The university will refuse to accept title of deed for any asset that the administration deems will present excessive liability or trouble in managing.

2. *Equity Hedging Instruments:*

Since severe equity losses have the potential to materially impair the university's capital and liquidity resources, equity hedging instruments could be used in order to limit that potential loss.

No strategies are being presented at this time for approval.

However, prudent hedging strategies utilizing exchange-traded puts, calls, or futures contracts may subsequently be presented for approval by the board.

3. Other Non-Standard Assets:

As a means to further diversify the investments held by the university, commodities or other non-standard investments may be considered.

Any such funds must be SEC registered and provide at least quarterly liquidity. However, liquidity and registration exceptions up to 15% of the endowment asset portfolio are permitted subject to Investment Committee approval.

4. The Alternative Investments allocation will consist of a basket of mutual funds selected by the manager which have a low correlation to stocks and bonds. The funds selected by the manager may invest in asset classes and securities and/or employ strategies which are not common among more traditional equity and bond funds including, but not limited to, Real Estate Investment Trusts (REIT's), commodities and commodity derivatives, long/short equity strategies, covered call option writing, stocks of highly leveraged companies, and stocks of companies involved in pending corporate actions. The Alternative Investments allocation will be benchmarked to a blended benchmark which consists of 60% S&P 500 Index, and 40% Barclays Aggregate Bond Index.

VII. Social Responsibility

As a means to meet the needs of Oral Roberts University and to benefit society generally, the Investment Committee has placed restrictions on the portfolio. Specifically, investment in companies that manufacture or market alcoholic beverages, tobacco products, gaming products and/or facilities, pornographic, lewd, or obscene materials is prohibited.

VIII. Investment Objectives

The investment objective of Oral Roberts University emphasizes total return; that is, aggregate return from capital appreciation and interest and dividends. Specifically, the primary objective of management of the total portfolio is the attainment of an average annual real return such as core inflation plus 5 % or a comparable measurement over the trailing five-year period. Short-term volatility will be tolerated in as much as it is consistent with the volatility of comparable market index, such as the S&P 500.

This investment objective applies to the aggregate assets excluding cash set aside for specific purposes, and is not meant to be imposed on each investment account (if more than one account is used). A specified goal of each investment manager, over the investment horizon, shall be to: Meet or exceed the market index, or blended market index, selected and agreed upon by the Investment Committee that most closely corresponds to the style of investment management.

Display an overall level of risk in the portfolio that is consistent with the risk associated in the benchmark specified above. Risk will be measured by the standard deviation of quarterly returns.

Gift Policy:

It is anticipated that from time to time ORU will receive gifts in the form of marketable securities. In such event, Administration will liquidate the securities as soon as possible. In the event that the securities are restricted from sale for a designated period of time due to regulatory or donor restrictions, ORU will hold said securities until the restricted period has elapsed and then liquidate the securities as soon as possible. ORU will make no attempt to add value to the total fund by holding gifted securities.

- IX. Investment Consultant:** The Committee may retain the services of an independent investment consultant for the purpose of assisting administration and the Committee in developing and attaining fund objectives. The consultant will assist in establishing objectives, offer alternative models of asset allocation, select appropriate managers or funds, and produce timely quarterly reports that monitor performance of individual managers against similar managers as well as performance of the funds against objectives and appropriate indices.

The retained investment consultant will be evaluated both qualitatively and quantitatively. Quantitative evaluation criteria shall include risk adjusted performance comparisons including value-added from asset allocation decisions and investment manager implementation. Qualitative evaluation criteria shall include effective reporting (timeliness, accuracy, etc.) and communications, along with the overall effectiveness of the “external staff” function.

The investment consultant must acknowledge, in writing, its acceptance of responsibility as a fiduciary. The investment consultant will manage endowment funds in a discretionary manner within the guidelines established by this policy and

by the asset allocation parameters established by the Investment Committee found on Schedule A (see attached). The investment consultant will inform Investment Committee of any recommended changes to the established guidelines. Any changes to the asset allocation guidelines must be approved by the Investment Committee.

- X. Conflict of Interest:** It is the policy of ORU to avoid conflicts of interest in its operations and in the selection of investment managers or funds. Therefore, administrative officers and members of the Investment Committee shall disclose any material financial relationship with any manager being considered. Regardless of whether a conflict of interest is real or perceived, the issue must be brought to the attention of the Chair of the Committee, or the Chair of the Finance Committee, in writing by the person concerned. Similarly the independent consultant shall have no financial relationship with any manger or fund serving the Fund.
- XI. Investment Committee:** The Oral Roberts University Investment Committee is responsible for managing all of the university's investments. The Committee shall have full power to manage and control fund assets establish asset allocation guidelines and parameters (see attached Schedule A), monitor appointment of investment advisors and establish fund investment objectives. The Committee reports to the Finance Committee of the Board of Trustees.
- XII. Reporting on Investments:** The Chief Financial Officer shall be required to provide reports to the Investment Committee, on at least a quarterly basis, showing the details of the investments, and the return on investments. The investment committee shall provide the Board of Trustees with investment reports on at least an annual basis. The reports should be presented in graphic manner, must include detailed information and data supplied by the Chief Financial Officer on:
1. Performances of the investment portfolio;
 2. Comparisons of the performances of individual professional investment manager/advisors utilized by ORU.
 3. Summations of major events that influenced the market during the reporting period.

The Investment Committee may meet as often as it is deemed necessary to fulfill its responsibilities, such meetings shall occur no less frequently than on a quarterly basis.

- XIII. Exceptions to the Investment Policy:** There could be a time when administration would act outside this policy, but in no way jeopardize the safety and soundness of the institution. The Investment Committee reserves the right to modify or override this policy statement. Any such cases must be promptly reported to the Board of Trustees with a full explanation as to why any deviation from the investment policy was needed.

This statement of investment policy is formally adopted by vote of the Board of Trustees on April 17, 2008, as amended June 16, 2010, as amended April 18, 2012 and amended on the 10th day of September, 2013.

Schedule A

Endowment Asset Allocation Guidelines:

Asset Class	Target (%)	Range (%)
Growth Assets Global Equities	45%	20% - 70%
Risk Reduction Assets Cash US/Global Fixed Income Low Volatility Strategies	35%	15% - 70%
Inflation Protection Assets Inflation Protected Fixed Income Real Return Assets REITs Commodity Strategies	15%	0% - 30%
Yield Oriented Assets Master Limited Partnerships	5%	0% - 20%
Total	100%	

Schedule B

Gift Annuity Asset Allocation Guidelines

Asset Class	Target (%)	Range (%)
Growth Assets	70%	50% - 80%
Global Equities		
Risk Reduction Assets	15%	5% - 25%
Cash		
US/Global Fixed Income		
Low Volatility Strategies		
High Yield		0% - 10%
Alternatives	15%	0% - 25%
Diversified Strategies		
Hedged Equity		
Low Correlation		
Real Assets		
Master Limited Partnerships		
Private Equity		
Total	100%	

Schedule C

Trust Fund Asset Allocation Guidelines

Asset Class	Target (%)	Range (%)
Growth Assets	20%	10% - 30%
Global Equities		
Risk Reduction Assets	70%	60% - 80%
Cash		
US/Global Fixed Income		
Low Volatility Strategies		
High Yield		0% - 10%
Alternatives	10%	0% - 15%
Diversified Strategies		
Hedged Equity		
Low Correlation		
Real Assets		
Master Limited Partnerships		
Private Equity		
Total	100%	

Cell Phone and Data Service with Voice Policies and Procedures

Adopted January 2008

Amended April 6, 2011

I. Background

This policy enables the University to comply with Internal Revenue Service (IRS) rules regarding the taxability of employee cell phones and devices. The policy also results in each user having both freedom of choice and personal responsibility for her or his cell phone or device plan.

ORU has a program whereby each eligible employee will receive a taxable allowance for an individually owned cell phone or data device. This process eliminates the IRS requirement of detailed documentation; however, employees may maintain business use documentation and deduct documented cell phone or device expenses on his or her personal income tax return.

II. Policy

Employees whose job duties include the frequent need for a cell phone or data device may receive extra compensation, in the form of a taxable allowance, to cover business-related costs. Questions relative to this policy should be directed to the Controller, ext. 6001.

III. Procedures

I. Allowance Request

If a University employee's job duties include the frequent need for a cell phone or data device, the employee may be eligible for an allowance to cover associated expenses. To receive such an allowance, the employee must complete and submit either the attached ***Cell Phone Allowance Request Form*** or the ***Data Service Request Form***. This form is required to be approved by the employee's supervisor and their respective Vice President. Allowances will be paid bi-weekly as part of an eligible employee's paycheck, and the monthly cost will be charged against the employee's respective department operating budget under the salary or wages category. The monthly allowance is taxable income; therefore, the employee will be taxed in accordance with IRS tax regulations.

This allowance does not constitute an increase in base pay and will not be included in the calculation of percentage increases in base pay due to annual raises, job upgrades, retirement plans or any benefits based on a percentage of salary, etc.

II. Allowance Approval Process

Supervisors and the respective Vice President must approve cell phone allowances. Data service with voice allowances must also be approved by the employee's respective VP or EVP. The following criteria may serve as a guideline to identify an employee's need for a cell phone or data device and, therefore, eligibility for the cell phone allowance:

1. Safety requirements indicate having a cell phone or data device is an integral part of meeting the requirements of the job description.
2. More than 50% of work is conducted off-campus.
3. Required to be contacted on a regular basis outside normal work hours
4. Required to be on-call (24/7)
5. Job requirements include critical University-wide decision making.

Supervisors are responsible for an annual review of employee business-related cell phone and device use to determine if existing allowances should be continued, modified, or discontinued.

After obtaining the necessary approvals, the completed Cell Phone or Data Service Request form should be submitted to the Chief Financial Officer for final review and processing.

III. Plan Allowance

Employees will be responsible for choosing his or her own voice or data plan, as well as a carrier. Because the employee is personally responsible for the account and the allowance provided is taxable income, the employee may use the account for both business and personal purposes. The employee may also, at his or her own expense, add extra services or equipment features, as desired. The University does not accept any liability for claims, charges, or disputes between the service provider and the faculty or staff member.

Recipients of this allowance must notify ORU of the cell phone number and must continue to maintain the cell phone or device in working order while receiving the allowance. The employee consents to the distribution of the cell phone number to those who may require contact with them for any business matter.

Employees will be responsible for choosing their own equipment. As described below, there is no additional allowance for cell phones. Because the employee is personally responsible for the equipment, any replacement for loss or damage will

be at the expense of the employee. Use of the phone or device in any manner contrary to local, state, or federal laws will constitute misuse and will result in immediate termination of the allowance.

IV. Determination of Dollar Amount of Allowance

The dollar amount of the allowance should cover the employee's projected business-related expenses. The allowance levels are the least expensive that provides adequate business-related services. Determination of the dollar amount of the allowance is made at the department level but must be within the guidelines and dollar limits established under this policy.

Plan	Monthly Allowance	Per Pay Period	
Cell phones:			
Heavy	\$200.00	\$92.30	
Moderate	\$100.00	\$46.15	
Light	\$60.00	\$27.69	
Data Service			
Light	\$35.00	\$16.15	
Moderate	\$42.00	\$19.38	
Heavy	\$56.00	\$25.84	

ORU will pay only the approved allowance amount, even if actual monthly cost occasionally exceeds the allowance. If the amount of the allowance subsidy needs to be adjusted because of documented business purposes, a new allowance form should be completed and submitted for supervisor approval.

Charges to ORU corporate cards or departmental accounts are not allowed for monthly cell phone or device fees or for related equipment purchases.

V. Support for Cell Phones or Devices

Support for cell phones and data devices will be provided by the carrier. IT may provide consultation on the type of equipment to purchase, especially as it relates to devices that enable email and calendar support.

VI. Fees for Contract Changes or Cancellations

If prior to the end of the cell phone contract, a personal decision by the employee, or employee misconduct/misuse of the phone, results in the need to modify or cancel the cell phone or device contract, **the employee will bear the cost of any fees associated with that modification or cancellation.**

VII. Policy Exceptions

ORU may continue to provide cell phones and devices to certain employees who require specific equipment or similar technology to perform University functions (e.g., public safety etc.) and, rarely, use these phones for personal use. Exceptions must be approved by the employee's respective VP or EVP and the Chief Financial Officer. These "excepted employees" will be required to submit monthly documentation verifying business use to the Accounting Office. Such monthly documentation shall be in the form of a copy of the employee's respective phone usage logs, as shown in the monthly billing statement from the provider. Immediate supervisors will be required to approve all charges, attesting that all calls were business related, by initialing the copy of the usage logs. If an employee fails to submit the required documentation within 30 days of receipt of the monthly billing statement, the phone or data device must be returned to the University, and the cost of service will be added to the employee's taxable income as wages.

ORU reserves the right to switch any employee to the allowance program if excessive personal calls are made or if required documentation is not submitted in a timely manner. Restitution for personal calls must be made to the University within a 30-day period.

VIII. Cell Phone Usage While Driving

Use of a cellular telephone while operating a vehicle may be illegal in other states and must be avoided as a general practice even if features such as headsets or voice activation are in use. If the driver must use a cell phone while driving on University business or while driving an ORU-owned vehicle, the vehicle must be stopped safely before a call is answered or placed. There is increasing evidence that the dangers associated with cell phone use outweigh those of other distractions. Safety experts also acknowledge that the hazard posed by cell phone conversations is not eliminated, and may even be increased, by the use of hands free sets.

- IX. Managers/Supervisors should apply a high standard of necessity when evaluating who qualifies for Cell Phone/Data Service allowance. Managers/Supervisors should also take appropriate steps prior to Allowance Form submission, to incorporate, review, and adjust, budgets to ensure budget levels will support allowances.**

Child Protection Policy

Adopted September, 2015

Updated November 20, 2015

Oral Roberts University (ORU) is committed to provide and maintain a safe and secure environment. Toward that end, ORU has adopted this Child Protection Policy. A child covered by this policy is any individual who is under the age of eighteen (18) and who is engaged in a Covered Activity. A Covered Activity is either a child's presence on ORU premises or a child's participation in ORU sponsored and approved programs and activities off campus. Examples of such Covered Activities include:

- Summer camps
- Academic programs
- Campus tours / Recruitment events

A child's participation in Covered Activities requires an increased level of awareness of care and the requirement that individuals conduct themselves appropriately in the presence of children. The responsibilities set forth in this requirement - including treating children with courtesy, respect and dignity - apply to all ORU faculty, staff, students, trustees, volunteers, vendors and visitors.

Child Abuse and Inappropriate Conduct Prohibited¹

No form of child abuse, whether physical, emotional, or sexual will be tolerated under any circumstances. Harm or threatened harm to a child's health or welfare can occur through non-accidental physical or mental injury, sexual conduct or attempted sexual conduct. It can also occur through negligent treatment or maltreatment of a child, which would include the failure to provide adequate nourishment, medical treatment, supervision, clothing, or shelter.

Prohibited Conduct, including but not limited to the following:

- Engaging in any form of physical or emotional abuse of a child.
- Engaging in sexually inappropriate conduct of any kind toward or in the presence of a child, including but not limited to:
 - sexual abuse of a child
 - touching a child in an inappropriate or illegal manner
 - photographing/videotaping a child in an inappropriate or illegal manner
 - making pornography or other sexually inappropriate materials in any form available to a child or assisting a child in gaining access to such materials
- Neglecting the duty of care for a child under the adult's supervision, including but not limited to:

¹ This policy excludes parental rights for reasonable, moderate and necessary discipline of a child as set forth 21 O.S. §643.

- failure to protect children’s health and safety (e.g., exposure to unreasonable risk of injury or extreme weather)
- failure to ensure the use of appropriate protective equipment (e.g., in laboratory or athletic participation) failing to meet children’s basic needs (i.e., food, clothing, shelter)
- leaving children consistently unsupervised.
- using inappropriate language (e.g., curse words or words discriminatory in nature) in the presence of children.
- Engaging in the use of alcohol or illegal drugs, the abuse of prescription drugs or being under the influence of alcohol or illegal drugs during programs or activities for children.
- Enabling, facilitating, or failing to appropriately address a child’s use of alcohol or illegal/non-prescribed drugs.
- Participating in a sleepover unless (1) one of the child's parents or legal guardians is present or (2) one of the child's parents or legal guardians has executed and delivered a written consent form and there is at least one other adult, and the two adults remain in each other's presence at all times.

Reporting Procedures

1. Oklahoma law (Title 10, Section 7102) states any person having reason to believe that a child under the age of eighteen (18) years is a victim of abuse or neglect, shall report the matter promptly to the Department of Human Services 918-584-1222 or OK State hotline 1-800-522-3511. Failure to report child abuse is a misdemeanor.

In addition to the mandated statutory reporting requirements, all employees, volunteers, students, staff, faculty, or anyone else affiliated with ORU having reasonable cause to suspect that a child is neglected or abused, or who believes that a child is in immediate danger must report the activity to the ORU Director of Public Safety & Security, 918-495-7750.

Reporting does not require that there is proof that abuse or neglect has occurred. Any uncertainty in deciding to report suspected abuse or neglect should be resolved in favor of making a good faith report. Any ORU personnel who willfully and intentionally fail to report a case of suspected child abuse is subject to disciplinary action, up to and including, dismissal.

Incident reports should include all available information regarding the known or suspected abuse or neglect, including, but not limited to, the name of the child, age of the child, the child’s whereabouts, the names, addresses and phone numbers of the parents, guardian, or caretaker and the character and extent of the injuries. The report should also contain, if known, any evidence of previous injuries to said child and any

other pertinent information that might establish the cause of such injury or injuries, and the identity of the person or persons responsible for the same.

2. The Director of Security will conduct a prompt investigation, and/or coordinate with other law enforcement channels to include OKDHS in response to the report. The Director of Security will communicate all claims alleging child abuse or prohibited conduct toward a child by ORU faculty, staff, trustees, volunteers, visitors, or anyone else affiliated with ORU to the Human Resources Director; and all claims alleging child abuse or prohibited conduct towards a child by ORU students will be referred to the VP of Student Life.

Investigation information will be maintained in a safe and secure location. ORU will undertake reasonable steps to assure the privacy of individuals involved in a report or investigation, however, confidentiality is not guaranteed and ORU may be required to investigate the matter regardless of the individual's willingness to proceed.

Retaliation

Retaliatory action is strictly prohibited against anyone who in good faith:

- reported conduct covered under this requirement
- conducted or participated in an investigation covered under this requirement
- reported a failure to comply with this requirement

Retaliatory acts may include, but are not limited to:

- employment actions affecting salary, promotion, job duties, work schedules and/or work locations;
- actions negatively impacting a student's academic record or progress; or
- any action affecting the campus environment, including harassment and intimidation.

Individuals are to report allegations of retaliation under this requirement to the Executive Director of Human Resources.

PROCEDURES FOR CHILD ABUSE REQUIREMENT ENFORCEMENT

Camps, Programs, Activities, Locations Involving Minors

The Program Director will train all employees and volunteers on how to report instances of inappropriate conduct and child abuse, consistent with this requirement. The Program Director will also ensure all contracts with non-ORU entities hosting events on campus requires such entities to provide a Certificate of Liability Insurance acceptable to ORU and written representations that criminal background checks have been completed on all individuals assigned to the camps, programs or activities. The Program Director will obtain from the responsible non-ORU group leader a signed *Acknowledgement of ORU's Child Protection Requirements* form.

Access to ORU Premises

All children participating in a program taking place on ORU premises are permitted in the general use facilities (e.g., athletic fields, public spaces, libraries, academic buildings, food service areas) but may be restricted from certain areas of the facilities or from utilizing certain equipment.

Children are permitted at events and venues open to the public. However, ORU reserves the right to determine whether selected events or venues are appropriate for children.

Guidelines for Responsible Behavior

- Authorized adult supervision is required for all children not registered for classes who are participating in:
 - an ORU program whether on or off campus
 - an activity conducted by visitors on ORU premises.
- To the upmost extent possible no person 18 years of age or older shall have one-on-one contact with a child. Depending on the situation a child may need to be escorted to the campus nurse, need assistance with a room lockout, etc. In these types of situations the authorized adult will make every attempt to find another authorized adult to assist or minimize the time spent one-on-one with the child.
- If any person witnesses a violation of this requirement or anything that gives rise to concern for the health or safety of a minor, that person shall immediately notify ORU's Department of Safety & Security at 918-495-7750.

- All Sponsoring Units offering or approving a Program which involves a child shall:
 - Follow all ORU policies and other laws or regulations applicable to Program activities.
 - Implement required training for Program Staff concerning the requirements of this Requirement.
- If Program Staff is suspected of conduct in violation of this requirement, the Program Director shall immediately discontinue any further Program participation until such allegation has been satisfactorily resolved.
- Ensure adequate supervision of children to meet the 15:1 supervisor ratio while they participate in any Program. Some factors considered in determining “adequate supervision” are the number, age, and gender of participants, the activity(ies) involved, and age, gender, and experience of the Authorized Adult.
 - Sponsoring Units offering or approving a Program must require, at all times, an Authorized Adult at least 21 years of age to be on-call and accessible to Program participants at all times.
 - Programs which include a RESIDENTIAL component must adopt and implement policies for proper supervision of minors in ORU housing, including policies requiring the following:
 - Signed ORU Liability Release and Indemnification form by the parent or legal guardian for the Minor to reside in ORU housing.
 - An age-appropriate curfew for the participants, but in no case later than midnight.
 - In-room visitation restricted to participants of the same gender.
 - Guests of participants (other than a parent/legal guardian and other Program participants) restricted to visitation in the building lobby and/or floor lounges, and only during approved hours specified by the Program.
 - Compliance with all security measures and procedures specified by the Department of Security.
 - Separate sleeping accommodations for adults and minors other than the minors’ parents, legal guardians, or other members of minors’ immediate family.

Code of Conduct

While participating in ORU-related programs and activities all ORU employees and students are expected to carefully maintain the [Honor Code](#) on and off campus. It is also expected that they conduct themselves appropriately in the presence of children.

Background Checks

As of October 2007 ORU has required background checks on all persons hired to work at ORU. This group includes, but is not limited to, fulltime & part-time staff & faculty, student workers that have contact with minor children or are degree seeking to become a licensed professional, and independent contractors that have contact with students. The hiring department is responsible to ensure that a background check is on file in the Human Resources or the Risk Management office.

Definitions

Authorized Adult - ORU personnel assigned to teach, or otherwise perform work in a program as part of their official job duties, or a representative of a group that has obtained permission to use campus facilities from an ORU department or employee authorized to grant such permission. This includes but is not limited to, faculty, staff, volunteers, graduate and undergraduate students, interns, temporary/seasonal employees, and independent contractors/consultants.

Child Abuse - Oklahoma statutes define child abuse as harm or threatened harm to a child's health, safety or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse, or neglect (Title 10, Section 7102). It also includes serious physical or emotional mistreatment of a child, and/or engaging in sexual activity with a child; one or more physical acts (i.e., punching, beating, shaking, throwing, kicking, biting, burning) which cause serious physical injury to a child; acts likely to result in the emotional trauma of a child; and any behavior which results in touching of the sexual or other intimate parts of a child for the purpose of sexual gratification of the child and/or adult, including touching by the child and/or adult with or without clothing. Sexual abuse includes pornography which includes intentionally exposing a child to pornography and/or using a child in the production of pornography, taking indecent photos or videos of children.

Programs - programs and/or group activities designed for, marketed for, and which include minors as participants whether offered by various academic or other ORU departments or by non-ORU groups using ORU facilities.

Program(s) do not include:

- private lessons or other instruction offered by individuals using ORU facilities;
- activities that require a Guardian to be present at all times;
- on-campus events sponsored by an educational institution which has its own policies to supervise and protect minors;

- athletics competitions which involve no significant programming beyond the competition itself;
- off-campus clinical or practicum experiences supervised by a third party entity;

Sponsoring Unit - the department of ORU that offers a Program or partners with a non-ORU group to offer a Program.

Program Director - the individual employed by ORU responsible for the administration of any ORU-sponsored or ORU-affiliated Program.

Program Staff - all persons who participate in conducting a Program.

Guardian - a Minor's parent, legal guardian, or other person over the age of 18 who has been designated by a Minor's parent or legal guardian to be responsible for the Minor.

Residential Program(s) - any ORU offered or sponsored Program that involves housing minors overnight.

Contact Information

- Oklahoma Department of Human Services Child Abuse Hotline, 1-800-522-3511
- OK State Hotline for reporting child abuse, 1-800-522-3577
- Department of Public Safety & Security: 918-495-7750, Director of Public Safety & Security: Gerald Isaacs
- ORU Conference & Event Services: 918-495-6421, Director of Conference & Event Services: Jed Cravalho
- Human Resources: 918-495-7163, Director of Human Resources: Dr. Karen Adams

Acknowledgement of ORU's Child Protection Policy

Outside entities utilizing ORU's facilities for events or activities that include children must conduct themselves appropriately in the presence of children, comply with ORU's Child Protection requirements, and agree to abide by the Conduct Requirements listed below.

Conduct Requirements

Child abuse and inappropriate conduct, including but not limited to the following, is prohibited:

- Engaging in any form of physical or emotional abuse of a child.
- Engaging in sexually inappropriate conduct of any kind toward or in the presence of a child, including but not limited to:
 - sexual abuse of a child
 - touching a child in an inappropriate or illegal manner
 - photographing/videotaping a child in an inappropriate or illegal manner
 - making pornography or other sexually inappropriate materials in any form available to a child or assisting a child in gaining access to such materials.
- Neglecting the duty of care for a child under the adult's supervision, including but not limited to:
 - failing to protect children's health and safety (e.g., exposure to unreasonable risk of injury or extreme weather)
 - failing to ensure the use of appropriate protective equipment (e.g., in laboratory or athletic participation)
 - failing to meet children's basic needs (i.e., food, clothing, shelter)
 - leaving children consistently unsupervised.
 - using inappropriate language (e.g., curse words or words discriminatory in nature) in the presence of children.
- Engaging in the use of alcohol or illegal drugs, the abuse of prescription drugs or being under the influence of alcohol or illegal drugs during programs or activities for children.
- Enabling, facilitating, or failing to appropriately address a child's use of alcohol or illegal/non-prescribed drugs.
- Participating in a sleepover under the auspices of the program or activity, unless (1) one of the child's parents or legal guardians is present or (2) one of the child's parents or legal guardians has provided written consent and there is at least one other adult, and the two adults remain in each other's presence at all times.

**University Credit Card
Policies and Procedures
Index**

As of June 29, 2010

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University Credit Card Policy and Procedures

I. Background

Many commitments of funds throughout Oral Roberts University do not require the issuance of purchase orders. University credit cards with systematic control have been adopted as a means of expediting these purchases. These cards are computer system controlled with specific dollar limits and specific types of purchases authorized. Attempted purchases with the cards, outside the specific controls established, will be denied.

The ORU credit card program provides convenience to employees and departments for traveling on University business and certain small dollar purchases listed below. It is a privilege to participate in the University's credit card program and the responsibilities for using the card and timely reporting of expenses should not be taken lightly. This credit card is a tool designed to complement ORU's purchasing processes. The ORU credit card is not intended to be a substitute for purchase orders. Airfare should be purchased through designated University travel partners. (See Travel and Expense Reimbursement Policy II., C., 1.)

II. Policy

A. Authorized Purchases

1. Hotel bills for (pre-approved travel)
2. Rental cars (pre-approved travel)
3. Conference fees (pre-approved)
4. Business meals with non-employees of the University (include itemized receipt, guest list and business purpose)
5. Fuel for rented vehicles only
6. Subscriptions to newspapers, journals and periodicals

Authorization for travel and related expenses must be obtained before travel occurs. (See policy on Travel and Expense Reimbursement)

B. Unauthorized Purchases

1. Personal items
2. Employee relocation and relocation-related expenses
3. Purchases that involve signing an agreement, license, or contract (e.g., leases)
4. Any 1099 reportable services (Any service provided by a 3rd party; for example, consulting, payroll services, cheerleading training, physicians and health care, rent, royalties, attorney fees)

5. Fuel for privately owned, University-provided, or sponsorship vehicles (This does not include Motor Pool vehicles)
6. Modifications to building structures (e.g., labor or installation fees, mechanical or electrical repairs, etc.)
7. Capital and inventory items (Capital items are more than \$2,000 and have a life expectancy of more than one year.)
8. Cash advances
9. Gifts, gift cards, and flowers
10. Computers, software and other technology items (see Technology Acquisition policy)
11. Meals for University employees only

C. Application for Card

University employees must submit a Purchase Card Request (Exhibit 1) form along with an Authorization form (Exhibit 2). All information must be completed, and the form must contain all authorizing signatures.

D. Expiration and Reissue of Cards

All ORU credit cards expire on the last day of the month embossed on the front of the card (expiration date). New cards are automatically sent to the Office of Finance within 1 to 3 weeks prior to the expiration date. The cardholder will be sent an e-mail notification listing the date and location to pick up his or her new card. The cardholder should read and sign a new Cardholder Agreement Form and bring it with photo identification to pick up the new card.

E. Changing Information on a Card, or Canceling a Card

An ORU credit card Addendum Form available on ORU intranet must be used to apply for changes to the card. To cancel a card, return the card to the Card Administrator in General Accounting, indicating the reason for canceling the account. In the case of separation from the University, the cardholder must return their card to the Human Resources Office.

F. Automatic Expense Coding

When the card is issued, the cost center will be automatically assigned to the card. Also, standard expense account coding will be assigned for types of approved purchases so that the general ledger can be automatically posted from the card billings to the University from the credit card company. (These billings are separate from the cardholder statement that each employee or department receives monthly.)

The credit card system used by ORU allows the cardholder to change the standard expense account coding on-line.

It is the responsibility of the cardholder to make appropriate changes on-line to over-ride the standard expense accounts assigned when a different expense account should be posted in the general ledger.

G. Approvals

The supervisor or cost center manager must sign off or make changes on a Credit Card Approval Form or an Employee Expense Voucher (“EEV”) when submitted by the employee.

1. Executive Officers

Executive Officers are defined as the President and his or her direct reports. The ORU credit card transactions of Executive Officers are to be signed or approved by the President and are subject to regular audit by Internal Audit and the Finance Office. The expenditures of the President and Executive Officers will be reported annually to the Board of Trustees.

2. Academic or Administrative Officers

Academic or Administrator Officers are defined as those who report directly to the Executive Officers (e.g., Vice Presidents, Assistant VPs, Deans). The ORU credit card transactions of Academic or Administrative Officers require higher-level review and approval by their Executive Officer.

3. All Other Cardholders

All other cardholder transactions must be reviewed and approved by a greater institutional authority within the cardholder's department.

4. Approval Timing

The completed documentation package is to be submitted to the approving supervisor within five (5) business days of receipt of statement. Approval should be processed within an additional five (5) business days by the supervisor and forwarded to the Credit Card Administrator in the Accounting Department.

H. Abuses

Upon the first notice of suspected credit card abuse, notification should be made to the Finance Office immediately
Internal Audit Department will initiate and coordinate an investigation of the suspected credit card abuse.

III. Procedures

A. Rules and Procedures

- The card is for business expenses **only**. It **must not** be used for personal purchases. Any personal purchases made on the University credit card may result in disciplinary action, up to and including termination.
- The card is not transferable. It may not be used by any other employee.
- Itemized receipts must be obtained for all ORU credit card transactions.
- Splitting transactions - i.e., dividing one purchase into two or more, in order to stay within your transaction limit or avoid Purchasing Policy requirements - is not allowable.
- Cardholders may not receive cash advances of any form using the ORU credit card.
- Cardholders are responsible for resolving discrepancies and ensuring credits are received.
- Cardholders may not receive cash back or in-store credits for any refunds or exchanges. Such amounts must be credited to the ORU credit card account. If a supplier mistakenly issues a refund check, it must be submitted to the Finance Office within five days of receipt by the cardholder.
- Cardholders should make every effort to avoid paying Oklahoma sales tax. The cardholder should provide in-state suppliers a copy of the University's tax exempt letter which can be obtained from the Vice President and CFO.
- Cardholders may not make purchases that violate University policy regarding business transactions that may be perceived as a conflict of interest (purchases from a business in which you or a relative have a financial interest).

B. Preventing Fraud

The cardholder should use additional security measures, as outlined below, to guard against fraud:

- Sign your card as soon as it arrives.
- Keep the card in a secure location; guard the card number carefully.
- Save receipts and statements in a secure area (they may contain your card number).
- Keep an eye on the card during the transaction and retrieve it as soon as possible.
- Always know where your card is. If you can't find the card, assume the worst: have your account canceled and request a new card.
- Be aware of what you are signing: Your signature can copy through to other slips deliberately placed underneath.
- Reconcile your monthly statement closely. Make sure all charges shown are legitimate charges.
- Visit reputable, familiar merchants whenever possible.
- Report possible fraud immediately to the Finance Office.
- Do not lend your card to anyone.

- Do not give your card number to anyone over the phone unless you know you are dealing with a reputable vendor.
- Do not e-mail credit card information.

It is imperative that each University employee involved in receiving and/or processing credit card information be aware of this policy and adheres to it. If you have any questions or need further information, please contact the Credit Card Administrator at (918) 495-6370.

C. If your card is lost or stolen, or if you detect a transaction you believe to be fraudulent

Report loss, theft, or fraudulent use of the card immediately, as follows:

- Contact the credit card company using the 1-800 number on the back of your credit card – 1 (800) 316-6056 in the U.S.; from outside the U.S., call collect (847) 488-3748.
- To report a fraudulent transaction, have the transaction number and basic transaction information (vendor, dollar amount) ready. Inform your department administrator(s). Inform the Card Administrator during normal business hours.
- The toll free numbers are open 24 hours a day. If reporting during evenings or weekends, department administrators and the Credit Card Administrator can be notified the next business day.

D. Credit Card Statement Processing – (See Related Travel Procedures)

There are two types of credit card purchases: one for purchases made on a trip for which a Requisition for Travel and an EEV are to be completed, and the second for purchases that are not made on a trip and for which the employee has no tasks to complete prior to receiving their credit card statement except to carefully retain receipt for any charges. The system is designed to post and pay all credit card charges from master billings from the credit card company. The following procedures are stated to address credit card charges; however, procedures for a trip without credit card charges are the same.

University employees, when using their ORU credit card, must always obtain an itemized receipt for each transaction. If a cash register receipt does not have descriptions, write them on the tape. Any transaction without a properly substantiated receipt is subject to reimbursement to the University by the card holder.

- For purchases made in person, retain the itemized receipt in addition to the credit card copy to properly substantiate the purchase.

- For faxed or mailed purchases, retain a copy of the order as faxed or mailed and the fax confirmation (if available) for your documentation.
- For internet purchases, print out a receipt for documentation.

1. Start of Trip

- a. Traveler prepares Requisition for Travel (“TR”) or submits an electronic requisition via the iPurchasing System and sends to traveler’s supervisor for approval.
- b. Supervisor approves as is, or changes TR and sends two copies to traveler, and one copy to the Coding and Funds verification section of the Accounting Department.
- c. Accounting Department files copy of the travel requisition awaiting Employee Expense Voucher which comes after completion of the trip.

2. Completion of Trip

- a. Traveler prepares EEV and attaches all receipts and submits with copy of approved TR to supervisor for approval. Credit card receipts are to be separate from other receipts and submitted in the same order as the expense items appear on the EEV Form. Employee retains copy of the EEV.
- b. Supervisor
 - Reviews approved TR with submitted EEV and changes or approves the EEV.
 - Sends approved package to Coding/Credit Card Processor in the Accounting Department.

3. Processing Trip Expenses

- a. Coding/Credit Card Processor for EEV’s in Accounting Department:
 - Matches TR with EEV.
 - Verifies all totals and matches receipts to items listed on the EEV. Be sure to keep the credit card receipts separate from the others.
 - Files copy of EEV with credit card receipts for future match-up with credit card statement submitted by card holder.

- Forwards EEV to Payables Department, if money due traveler, along with copy of EEV and sends to Controller's Office.
- b. Controller's Office reviews EEV as submitted by Coding/Credit Card Processor and forwards to Accounts Payable.

4. Credit Card Statements

- a. Traveler has already sent credit card receipts (for travel) into the system when preparing the EEV at the completion of the trip. When the cardholder receives the monthly statement, within five (5) days traveler must:

- Attach copies of all non-travel receipts (those not submitted with an EEV) to the statement, making sure that the receipts are in the same order as the charges appear on the statement.
- Make a notation on the statement beside the charge for any travel receipts already submitted with an EEV, indicating the EEV number.
- If there are credit card purchases that are made which are part of a grant, indicate the grant cost center number on the statement for proper recording of the expenses.
- Make a copy of the credit card statement for employee's records.
- Send credit card statement to supervisor/individual with greater institutional authority for approval.
- Failure to submit credit card statements with receipts on timely basis may result in loss of credit card privileges.

b. Supervisor

- Review credit card statement for reasonableness and appropriate charges within five (5) business days of receipt from your staff.
- Send the approved credit card statement with the appropriate receipts to Accounting/Credit Card Processing.

c. Accounting/Credit Card Processing

- Match the receipts attached to any EEVs that the traveler submitted during the month with the charges on the cardholder's statement. (Processor has retained a copy of the receipts and the EEV when previously submitted.)

- Ensure that there are receipts attached to the statement for any charges not previously submitted with an EEV.
- Ensure that the proper accounts have been charged for any items that are covered by a grant.
- Ensure that all grant-related expenditures are approved by the Sponsored Programs Department.
- Any discrepancies must be reported to the cardholder within five (5) business days after receipt of the cardholder's statement from their supervisor. The cardholder has five (5) business days to resolve any discrepancies.
- ALL credit card matters must be resolved by the cardholder prior to the next month's statement. Failure to meet this requirement may result in the loss of credit card privileges.
- File the completed package (any EEVs and the statement).

Policy on Executive, Officer and Key Employee Compensation

As of April 16, 2009

A. Application

This policy shall apply to any individual employed as in the position of Executive, Officer or Key Employee with Oral Roberts University (“ORU”). The position of Executive shall be the President (Chief Executive Officer) as the top management official who has the ultimate responsibility for implementing the decisions of ORU’s governing body or supervising the management, administration, or operations of the University. An Officer is determined by ORU’s governing documents and applicable state law and includes any person elected or appointed to manage ORU’s daily operations and receiving compensation for such services, such as a Vice-President as well as the individual who has ultimate responsibility for managing ORU’s finances. A Key Employee is an individual employed by ORU who satisfies at least one of the following criteria:

1. \$150,000 Test - the employee receives reportable compensation from ORU (including any all related organizations) in excess of \$150,000 for the year; and
2. Responsibility Test - the employee: (i) has responsibility, powers, or influence over ORU’s operations that is similar to those of an Officer; (ii) manages a discrete segment or activity of ORU that represents 10% or more of the activities, assets, income, or expenses of the University; or (iii) has or shares authority to control or determine 10% or more of the ORU’s capital expenditures, operating budget, or compensation for employees; and
3. Top 20 Test - is one of the 20 employees (that satisfy the \$150,000 Test and Responsibility Test) with the highest reportable compensation from ORU (and any related organization) during the year.

In addition to the foregoing tests, a Key Employee will include any other person who, based upon the relevant facts and circumstances, has substantial influence over the affairs of ORU rendering them a “disqualified individual” under the definition of the Internal Revenue Code

B. Approval of Compensation

Compensation for individuals employed as Executive, Officer and Key Employee of ORU shall be subject to review and approval. The process of review and approval of compensation shall include all of these elements: (1) review and approval by the board of directors or designated committee; (2) use of data as to comparable compensation; and (3) contemporaneous documentation and recordkeeping.

1. **Review and approval.** The compensation of an individual employed in a position of Executive, Officer or Key Employee is reviewed and approved by the Board of Trustees or its designated committee (Compensation/Human Relations). Persons with conflicts of interest with respect to the

compensation arrangement at issue shall not be involved in the compensation review and approval process.

2. **Use of data as to comparable compensation.** The review and approval of compensation of the individual employed in the position of Executive, Officer or Key Employee shall be based upon data of comparable compensation for similarly qualified persons in functionally comparable positions at similarly situated organizations.
3. **Contemporaneous documentation and recordkeeping.** There shall be contemporaneous documentation and recordkeeping with respect to the review and approval of compensation paid to individuals employed in positions of Executive, Officer or Key Employee.

Fixed Asset Accounting Policies and Procedures

Revised April 6, 2011

- I. Introduction
 - A. Policy Statement
 - B. Reason for Policy
 - C. Who Should Read This Policy

- II. Responsibilities

- III. Principles

- IV. Procedures
 - A. Recording the Assets
 - B. Accounting for the value of a Fixed Asset
 - C. Tagging Assets
 - D. Relocation of equipment with the Unit
 - E. Transferring equipment to another Oral Roberts University Unit
 - F. Conducting cycle counts
 - G. Before Disposing of Fixed Assets
 - H. Disposing of Fixed Assets
 - I. Special Circumstances

- V. Definitions

- VI. Forms
 - A. Fixed Asset Donation Form
 - B. Fixed Asset Transfer/Removal Form

I. Introduction

A. Policy

Oral Roberts University acquires, records, inventories, maintains, and disposes of fixed assets. Each operating unit is responsible for following University procedures to achieve accurate fixed asset reporting.

B. Reason for Policy

This policy outlines how the University complies with government regulations and accounting industry standards, and how it supports accurate reporting of the physical assets used to conduct its mission.

C. Who Should Read This Policy

Building coordinators, employees involved with fixed asset acquisition and control as well as school, unit, and department administrators.

II. Responsibilities

Accounting

1. Maintain and review the accounting records for accurate use of codes in recording capital asset transactions.
2. Maintain the Fixed Asset inventory database for the University.
3. Provide tags to affix to the University's Fixed Assets to monitor its use and location.
4. Review and approve disposition requests as long-lived assets are no longer needed to fulfill the mission of the University.
5. Schedule and conduct cycle counts with Unit representatives.
6. Reconcile the Fixed Asset register to the University's accounting records.
7. Record gift-in-kind fixed assets.
8. Comply with donors' fixed asset restrictions.
9. Capitalize construction projects and renovations prior to the asset being placed in service.
10. Classify purchases properly as either an expense or to be capitalized.
11. Account for trade-ins of an existing asset.
12. Relieve assets from the University's general ledger when the asset is disposed.

Unit

1. Exercise stewardship responsibilities over assets under its control.
2. Report capital asset acquisitions in a timely fashion.
3. Consult with the University's Risk Management department to determine if additional insurance coverage is appropriate or required.
4. Conduct a cycle count with the Property Accounting department, verifying the existence and condition of all fixed assets under its control.
5. Communicate changes in asset locations to the Property Accounting department throughout the year.
6. Dispose of fixed assets properly, including donor fixed assets.

Tax Accounting

1. Meet reporting requirements based on information received from the Units.

III. Principles

Overview

Oral Roberts University acquires fixed assets in pursuit of its mission. In line with federal regulation and good business practice, this policy sets forth the requirements for acquiring, disposing of, and accounting for these assets, as well as the definitions of different types of fixed assets.

To depreciate their value properly over time, amortizing over the useful life of the asset, physical assets must be recorded and capitalized in accordance with generally accepted accounting principles. If their value is below the capitalization threshold, assets neither are added to the capital inventory, nor are they depreciated, but are fully expensed at the time of acquisition.

This policy also addresses other topics, such as how to handle software purchases, account for special collections and record the personal use of assets.

Stewardship

Units are principally responsible for stewardship of University assets under their control. Stewardship of fixed assets involves basic safeguarding and physical security, keeping assets in good working condition, and using them safely and properly. Units are advised to obtain theft and other coverage for their assets from Risk Management if additional coverage is required for compliance with sponsored project agreements.

IV. Procedures

A. Recording a Capital Asset

Because the University's accounting system does not provide all of the information needed to ensure adequate control of the University's fixed assets, the acquiring unit is responsible for reporting all capital asset acquisitions to the Property Accounting department.

Fixed assets can be added to the inventory in two ways. Most fixed assets are processed through the University's iPurchase System. Purchases of capital assets should follow the University's Purchasing policy and procedures approved by the Board of Trustees.

Caution: To maintain an accurate inventory, and provide accurate data for financial statements, fixed assets must be recorded in a timely manner. Generally, information on newly acquired assets should be communicated to Property Accounting within two weeks of receipt.

For all fixed assets purchases, units must provide the following equipment information in iPurchasing or on the Purchase Requisition Form:

- Cost center number of the unit responsible for the asset; the cost center may or may not be the same as the account numbers used for the acquisition
- Preparer's name and complete e-mail address
- Official building code where the asset is located, as designated by the Facilities Inventory
- Room number where the asset is located, as designated by the Facilities Inventory. (**Note:** if the location is off-campus, provide an address and description of the location in the "Description" field).
- Brief description of the asset, including:
 - Bar code tag number
 - Manufacturer name
 - Model number, if available; use the manufacturer's designations
 - Serial number; if no serial number is provided, use "NSN" for no serial number.
 - Acquisition cost/value and date acquired
 - Purchase order number, as assigned by the Purchasing Office. The purchase order number corresponds to other files, therefore, it must be recorded exactly

- Leased assets are indicated with a "Y"; a blank field will default to "N," indicating that the asset was not leased
- Expiration dates for the lease; indicate the month and year of expiration
- Funding source; specifically, the account number(s) used for the acquisition of the item, and the amount charged to each account
- Condition code
- Gifts-in-kind are indicated with a "Y" if the asset was given to the department by an outside source. A blank field will default to "N," indicating the asset was not donated
- Comments Section: add any information necessary to track an asset properly that might be useful to the ordering unit or to Property Accounting in preparing the Fixed Asset Accounting Inventory System.

B. Accounting for the Value of a Fixed Asset

Based on how they were acquired, the University separates fixed asset accounting into five categories, newly purchased, donated, leased assets, fabricated equipment, and constructed buildings and building improvements.

Newly Purchased Assets

To determine the value of the asset, include the purchase price, transportation costs, installation costs, value received from a trade-in, and any other direct expenses incurred by the University in obtaining the asset. Training, maintenance agreements, and warranty agreements are not considered part of the fixed equipment cost and should be expensed.

Note: For the item traded in, send a "Fixed Asset Disposition Report" to the Property Accounting Assets office. See Forms.

If you subsequently purchase additional components valued at less than \$2,000, you must treat them as non-capital expenses.

Special Rules for Sponsored Programs

Assets acquired under a grant or contract must comply with all contractual obligations set forth by the sponsor. For example, if the contracting agency requires tracking of equipment valued below the \$2,000 threshold, the unit must barcode tag the item and notify Property Accounting using the "Fixed Assets Acquisition Form." Property Accounting will add the item to the inventory system for control purposes only (see Forms).

Capital Gifts-in-Kind (Donated Assets)

When an asset is donated to the University, its value is recorded as the market value of the asset at the time it is received. To determine the market value of the asset, use the appraisal price, the selling price to educational institutions of an equivalent item, and/or information on IRS form 8283. The market value is what it would cost the University to purchase the asset if it had not been donated. If assistance is needed in determining value, contact Property Accounting for assistance.

Note: Transportation and installation costs provided when valuing a donated asset must also be included in the calculation of the asset's value.

In some cases, the University receives an asset furnished by the government or a corporation and its title is held by the funding agency. When title is transferred, the University receives a gift-in-kind for the market value of the item as of the date it was transferred, not for the original acquisition amount. Upon title transfer to the University, all government tags and indicia must be removed.

Caution: In all cases, to facilitate proper stewardship and meet IRS requirements, Contribution Accounting must be notified when gifts of assets are received. Also, if the gift's value is above the capitalization threshold, it must be added to the Fixed Asset Inventory System.

Transferred or Government-Furnished Equipment

Sponsored activity may result in the University obtaining use and/or ownership of equipment outside of the procurement process. Equipment may be transferred to Oral Roberts University along with a sponsored agreement, most often when the principal investigator takes a position at ORU. Government contracts may also provide equipment from other sources. In both cases, the asset must be added to the Fixed Asset Inventory System by completing a "Fixed Asset Acquisition Form" (see Forms). The items must be valued by methods described in the "Capital Gifts-in-Kind" section above. Disposal of fixed assets purchased with federal funding must be made in compliance with the stipulations set forth in the Code of Federal Regulations.

Leased Assets

These are assets purchased under a capital lease. It is seldom to the University's advantage to acquire an asset using a lease agreement as leases are a means of financing and always contain an interest expense component. If your Unit cannot pay for an asset, the University's Finance Office may be able to assist you with financing alternatives.

When using a capital lease, the University must record the capital asset as follows:

1. Record assets purchased under a capital lease when the asset is placed in use.
2. Value all capital leases at the current market value, exclusive of interest.

3. Use a present value calculation based on the monthly payments to determine the cost, minus imputed interest, if the current market value of the asset is not known. Units should contact Property Accounting to receive assistance with the calculation.

Caution: Items paid for with an operating lease are not considered fixed asset, and the lease payments are considered a rental expense.

Fabricated Equipment

The value of a fabricated (constructed) asset is equal to the total federal allowable costs associated with its construction. These costs include the following:

- Original invoice prices paid for components
- All costs for shipping, handling, in-transit insurance, and storage related to delivery and installation of the asset's components
- All installation costs, including site preparation
- All testing costs
- All books, manuals, and training necessary for the asset's operation

Caution: Units may not charge University employee labor costs to a fabricated equipment account.

An asset is treated as fabricated equipment if it both meets the definition of an asset being constructed through this process and has a defined development period. Because these assets are not depreciated until placed in service, such assets are generally assumed unusable until fabrication period is complete. If any phase of a multi-phase project will be an independent, functional unit once that phase is completed, the entire project must be treated as individual fabrications. Additions to capitalized fabricated equipment are treated like those to traditional equipment.

To value a fabricated capital asset properly, when the fabrication period begins, units must work with General Accounting to establish a unique departmental account, so that all allowable costs associated with the fabrication can be tracked independently. Once the fabrication is complete, and the asset is placed into service, the unit must notify Property Accounting for the asset to be capitalized.

The fabricated asset must meet the criteria of a capital asset; that is, it must have a total cost of \$2,000 or more and a useful life of at least two years. To record the asset in the Fixed Asset Inventory System properly, see "Recording a Capital Asset" of these procedures.

Constructed Buildings and Building Improvements

The value of these assets equals the total amount paid for acquiring or improving the asset, such as labor, materials, architectural and design fees, charges by brokers, agents, and notaries, building permits, inspections, and filing costs. Also included are costs of utilities during construction and landscaping related to the building.

General Accounting will record the project as a capital asset if it accomplishes either of the following:

- Adds net assignable square footage of facility space, regardless of cost (example: when a closet is renovated into office space).
- Extends the facility's useful life and costs at least \$2,000.

Alterations are considered repairs and/or maintenance if they (1) do not add useable space or (2) cost less than \$2,000.

D. Tagging Assets

To identify ownership and complete the cycle count process, bar code tags must be affixed to all new, moveable capital equipment valued at \$2,000 or more. The bar code tag is a unique number that the unit can scan electronically to update the inventory records. Regularly (at least monthly), Property Accounting will review new additions and ensure tags are affixed on capital equipment.

Caution: Do not tag artwork, sensitive technical equipment, or other such items if tagging is impractical or affects its function, value, or the ability to return it to the manufacturer under warranty. It is the Unit's or Business Service Center's responsibility to maintain a specific file for all such untagged fixed assets for review when requested.

Once final disposition of tagged capital asset, including those that are government or grant-owned, has been determined, the Unit should remove all tag(s) before disposing of the asset (see "Before Disposing of Fixed Asset Accounting" of these procedures). Removed tags should then be affixed to the disposition form and returned to Property Accounting.

Endowed Assets and Government or Grant-Owned Assets

Units must assign bar code tags to all new, moveable fixed assets and fill out a "Fixed Asset Acquisition Form".

Caution: This policy does not address all governmental rules and regulations governing the purchase, use, and disposal of government-funded, furnished, or transferred equipment. Please review all pertinent federal regulations.

D. Relocation of equipment

To comply with federal cost allocation regulations, location information for all movable equipment must be kept current. At the time equipment is relocated, complete the “Fixed Asset Transfer Form” (see Forms).

E. Transferring equipment to another Oral Roberts University Unit

When capital equipment is transferred from one unit to another within the University, units must complete a “Fixed Asset Transfer Form” (see Forms). The transfer must be authorized by both the releasing and receiving units.

Caution: Special requirements may apply when transferring assets acquired on sponsored agreements.

F. Conducting cycle counts

The purpose of a cycle count is to verify the existence, location, and condition of equipment and ensure the accuracy of University accounting records. Property Accounting must perform a cycle count inventory of all fixed assets every three years.

The inventory system maintained by the Property Accounting department is the official University record for capital asset inventories. Accuracy of the information within this system depends on units to complete the appropriate forms to add, delete, and relocate equipment properly.

To maintain accurate inventory lists throughout the year, units should communicate all changes to Property Accounting as they occur. The cycle count inventory process will reveal discrepancies between recorded data and physical assets. Property Accounting will reconcile discrepancies and update the records.

Instructions for Units for Cycle Counts

Property Accounting will coordinate with units to schedule physical inventories using a bar code scanner. Units and Property Accounting are given a specific timeframes to complete the cycle counts based on inventory size and complexity.

After the scanning is complete, Property Accounting will match the scanned file with the University’s records. Property Accounting will reconcile both the items not on the University’s records and items not scanned.

Caution: Delay in processing iPurchases or the “Fixed Asset Acquisition Form” will result in incomplete cycle count reports.

During a cycle count, those that are taking the physical inventory will:

- Add to the Fixed Asset Accounting Inventory System fixed assets that were found during the inventory process but were not on the inventory list by completing a “Fixed Asset Acquisition Form.”
- Identify those items on the inventory list that have since been disposed of since the last update. If the asset had a net book value of \$2,000 or greater, see “Section H – Before Disposing of Fixed Assets” on how to report the disposal, based upon the greater of book value or market value at the time of disposal. Regarding any disposition, indicate the value received, the disposition date and method of disposal.
- Indicate any corrections to the location, description, status (examples: in-use, and storage), condition, etc., and provide the required supporting documentation for changes (e.g., disposals, cost, transfers, etc.).

Caution: The appropriate levels of authority must approve all disposals noted on an inventory. For information on equipment used at home, see “Special Circumstances” for these procedures.

G. Before Disposing of Fixed Assets

Before disposing of a capital asset, Units must communicate disposal plans to the Property Accounting department through use of “Fixed Asset Disposal Form” (see Forms).

The request must include the following information about the discarded asset:

- Bar code number or item number
- Estimated current market value
- Calculation of how the market value was determined
- Reason for disposal
- Recommended disposal method (examples: sale, transfer or donation to another organization, trash, or use for parts)

Property Accounting personnel either will approve the request, or make the Unit aware of any disposal limitations.

Government- or Donor-funded assets or contractor-furnished assets

Assets acquired with government or restricted funds are subject to terms of the agency, federal regulations or those stated in the various agreements. Title to equipment may belong to the sponsor or the University.

In each case, it is likely that permission from the agency will be needed before disposing of government or donor-funded assets. To begin the required disposal process for these items, contact Property Accounting for assistance.

In-kind Capital Gifts

The Internal Revenue Service has specific reporting requirements for disposing of fixed assets received as gifts. Specifically, gifts valued at \$5,000 or more that are disposed of within three years of the date of the gift must be reported to the Internal Revenue Service on Form 8282. Tax Accounting must meet these reporting requirements based on information received from units.

Caution: Because of the potential sensitivity of these transactions, before disposing of any in-kind capital gift, Units must contact both Restricted and Property Accounting.

H. Disposing of Fixed Assets

When disposing of Fixed Assets, please follow these steps:

1. Before disposal, remove all tags and official University seals or logos. Affix tags to the “Fixed Asset Disposition Report” form, and send it to Property Accounting
Note: Before disposing of computer equipment, to preserve confidentiality and protect University interests, Units must remove all data and University-licensed software through disk formatting, degaussing, or other permanent means. Please contact the Information Technology department for assistance in doing this properly.
2. Physically remove from the property items approved for disposal. When necessary, Units may move them to a temporary storage location within your Unit's buildings
3. Include only items that have been formally approved for disposal
4. In all circumstances, Units must use a “Fixed Asset Disposition Report” form to notify Property Accounting of the disposition of the asset and the amount of any proceeds collected from the sale (see Forms).

Assets must be discarded in an environmentally responsible fashion. Even common items, such as computers and refrigerators, may be considered regulated waste and/or require special handling. For guidance, contact your building coordinator or the University solid waste manager.

I. Special Circumstances

Computer Software

Computer software differs from other fixed assets because it is not always tangible or separately identifiable. Therefore, for control and accounting purposes, software is not classified as moveable equipment. However, large expenditures for software must be amortized, rather than written off as an expense in one fiscal year.

To accomplish this, general accounting must capitalize software in the following manner:

1. Record any new, individual software purchase or an upgrade to an existing software package greater than \$2,000 as an intangible asset using the appropriate cost code.
2. Charge as an expense any individual software purchase or upgrade costing less than \$2,000 within the fiscal year of purchase using the appropriate (computer supplies) cost code
3. Do not tag software boxes and storage media.

Caution: Personal computer operating and application software included with the purchase of a computer system (hardware) is considered part of that hardware system, and the total value of hardware includes software costs.

Equipment Used at Off-campus Locations

To facilitate work-related projects, occasionally it is necessary to take moveable equipment off campus (e.g., to use at home, on business travel, or at off-site laboratories).

When removing University-titled capital equipment from the campus for more than seven consecutive days, the individual removing it must notify either the Unit administrative manager, or whoever is responsible for tracking the equipment.

Government-titled equipment requires immediate notification to the Unit administrative manager. At a minimum, this notification must include all of the following:

- Item description and bar code number
- Specific description of the off-campus location
- Date of removal
- Expected return date

Caution: For internal or external audit purposes, units may be required to verify at any time the existence and location of a fixed assets. This requirement applies regardless of the source of funds used for the acquisition.

Personal Use of Fixed Assets

Personal use of University assets is prohibited when such use shortens the life of the asset or accelerates its maintenance schedule, such as personal use of machine tools, grounds equipment, and fleet vehicles).

Personal use of University assets is also prohibited when that use obstructs other University personnel who need the asset from performing their job duties (example: personal use of a copier). Occasional, immaterial, or insignificant use of certain University assets is allowed with supervisory approval, as long as the use falls outside of the above two prohibitions.

Library Materials

Library materials are recorded as long-lived assets, although the market value of an individual item is generally below the capital threshold. This category consists of books, journals, bound periodicals, and microfilms purchased for and catalogued in libraries that are part of the University library system. These assets are depreciated over an estimated useful life of ten years.

Special Collections

Special collections are assets having a very long (or infinite) useful life but are managed differently. The University records collections as long-lived assets but does not depreciate them over a useful life. Periodically a special collection will be appraised to determine its fair value. Adjustments to the carrying value of the special collection are made based on the appraisal.

Vehicles

For information on registering, insuring, maintaining and operating University vehicles, employees should coordinate their efforts with the University's Motor Pool department.

Government-Furnished Equipment (GFE)

Refer to "Transferred or Government-Furnished Equipment" under "Determining the Value of Fixed Asset" of these procedures.

Equipment Acquired Through Sponsored Programs

Refer to "Special Rules for Sponsored Programs" under "Determining the Value of Fixed Asset" of these procedures.

IV. Definitions

Accumulated Depreciation – The total amount of depreciation that has been recorded for an asset since its date of acquisition.

Acquisition Cost/Value – Value of an asset at the time it is acquired. May be the invoice price or, if donated, the fair market value. Also included are costs incurred to place the asset into service (examples: freight, installation).

Additions – Acquisition of new assets, or modifications to existing assets that increase the useful life or the service potential of these existing assets. Examples include addition of a wing to a building or installation of a central air conditioning system in an office.

Appraised Value – Estimated value of an asset based on the expertise of a qualified independent appraiser.

A/V Equipment – Audiovisual equipment such as projectors, screens, microphones, and speakers.

Bar Code Tag – Asset identification tag assigned and affixed to an asset to assist in its identification and the cycle count of equipment.

Book Value – Difference between the acquisition cost and accumulated depreciation. At the time of acquisition, book value equals acquisition cost. For gifts, it is the market value at the time of donation.

Building – Roofed facility intended for the permanent or temporary shelter of persons, animals, plants, or equipment and equipment items designed and installed as an integral part of a structure.

Building Improvements – Building improvements differ from equipment in that they are not separate from the building structure. Useful life of building improvements are the same as that of the building. Examples include light fixtures, wall-to-wall carpeting, and raised flooring.

Cameras – Apparatuses for taking photographs or transmitting television signals.

Computers – A computer can include the following items: drive, modems, expanded memory, cables, keyboard, monitor, operating system software, which are purchased as an integral part of a system.

Capitalize – To record the cost as an asset that is subject to depreciation over its estimated useful life, rather than as an expense for one accounting period.

Depreciation – The periodic cost assigned for the reduction in usefulness and value of a long-term tangible asset. Generally accepted accounting principles and governmental tax

regulations dictate the estimated useful life that the value of fixed assets must be written off as an expense.

Disposition – Final status of an asset when it is removed from the inventory of assets and no longer physically located on site (examples: sale, scrap, donation, transfer to another unit, etc.).

Equipment and Furniture – Assets not permanently affixed to a building

Expense – Charge incurred for the current fiscal period.

Fabricated Equipment – Equipment built on-site, not purchased in final form.

Fixed Asset – Tangible or intangible item, with a permanent life of at least one year that is held for purposes other than investment or resale and has a value of: \$2,000 or more.

Fixed Asset Representative – ORU employee designated by each department as responsible for fixed asset control. Control includes preparing forms, stewardship of assets, ensuring bar codes are tagged to new assets, and assistance in completing the cycle counts.

There are ten types of fixed assets:

1. Building and Building Improvements,
2. Cameras, A/V Equipment, Musical Instruments,
3. Computers, Technology, and Network Items,
4. Equipment/Furniture
5. Land and Land Improvements
6. Library
7. Vehicles
8. Projector
9. Software
10. All other

Gift-in-Kind – A donation to the University of an asset other than cash, marketable securities, goods or services. This can be something useful to the University, such as office equipment, vehicles, furniture, etc., or something with a longer duration, such as books, artwork, or copyright interests.

Intangible Asset – Asset not having physical substance (examples: a patent, goodwill, software).

Inventory Item Number – Sequential number generated by the Property Accounting department that is unique to each item of equipment.

IRS Form 8282 – A Form that the University is required to send to both the Internal Revenue Service and the donor if the donated property (other than publicly traded

securities) is disposed of within three years of the date of the gift and the donated property was valued on Form 8283 (see below) at more than \$5,000.

IRS Form 8283 – The Form that donors are required to attach to their tax returns whenever they donate property to the University (other than cash or marketable securities) valued at more than \$5,000.

Note: If the property is valued at more than \$5,000, the Vice President of Development must sign the Form and return it to the donor. It is the donor's responsibility to obtain an appraisal on the item prior to donating.

Land – Solid part of the earth's surface.

Land Improvement – Additions to the land that add limited-life enhancements such as driveways, parking spaces, pavement, and fencing.

Lease, Operating – Installment payment agreement that does not meet the criteria of a capital lease.

Lease, Capital – Installment payment agreement made to acquire fixed assets. Leases are considered capital leases under any of the following circumstances:

- a) Ownership transfers to lessee at end of lease
- b) Lease contains bargain purchase option
- c) Lease period is at least 75 percent of its useful life
- d) Present value of lease payment is at least 90 percent of fair market value

Library Materials – Books, journals, bound periodicals and microfilms purchased for and catalogued in libraries in the University library.

Maintenance – Activities related to the repair and upkeep of an asset with the intent of preserving the original useful life and function.

Market Value – Cost to acquire an item in its current condition through an arm's-length transaction – also referred to as “fair market value.”

Musical Instruments – Instruments for producing musical sounds such as woodwinds, percussion, strings, and electronic instruments.

Network devices – include servers, hubs, switches, and similar devices functioning together to make the network function properly.

Obsolescence – Factor to consider when determining the disposition of assets. Assets are obsolete when no longer useful to the University.

Other – Miscellaneous fixed assets that do not fit into any of the other types of asset categories.

Projector – A device for projecting a beam of light.

Scrap Equipment – Item that can be discarded as worthless or broken down into parts for disposal or salvage.

Software – Entire set of programs, procedures, and related documentation associated with a computer system.

Special Collections – Works of art, rare books, historical treasures, or scientific specimens that are held for public exhibition, education, or research, rather than for financial gain. They are protected and preserved and are subject to a formal policy that recommends that the proceeds of items sold be used to acquire other items for collections.

Surplus Equipment – Fixed assets that are no longer needed or required by the University.

Technology – The material product that is the result of the usage and knowledge of tools, techniques and crafts, or is systems or methods of organization. In everyday terms, technology can mean electronic devices, such as printers, scanners and similar peripheral devices used primarily to support a computer system.

Unit – School, department, program, research center, business service center or other operating unit within the University.

University Vehicle – A self-propelled wheeled conveyance used for the purpose of conducting University activities.

Useful Life – The period of time over which a capital asset has benefit to the University in performing the function for which it was purchased. The useful life is estimated by the University's depreciation policy which is reviewed periodically for appropriateness.

Board Review of IRS Form 990 Policy

As of April 16, 2009

It is the policy of Oral Roberts University that the Finance Committee will be responsible for the initial review of Internal Revenue Service Form 990 that is to be filed on behalf of the organization. Upon approval of the Finance Committee, the Form 990 shall be presented to the Board of Trustees along with a recommendation from the Finance Committee Chair for Board approval of the Form 990 for filing with the IRS. A Board resolution is not required in order for the Form 990 to be filed, provided that the Board's approval of the Form 990 for filing is in accordance with the requirements for action by the Board and is otherwise recorded in the minutes of the organization. Trustees may receive the Form 990 as hard copies (mailed or hand-delivered) or electronic files (sent via e-mail).

**ORAL ROBERTS UNIVERSITY
GIFT ACCEPTANCE POLICY**

Adopted April 16, 2009

Amended April 14, 2016

A. Introduction. Oral Roberts University (“ORU”), a Section 501(c)(3) tax exempt entity organized under the laws of the state of Oklahoma, encourages the solicitation and acceptance of gifts to further and fulfill its mission. The following policies and guidelines govern acceptance of gifts made to ORU and any of its subsidiaries or affiliated organizations and are to assure that gifts are encouraged and accepted in a manner consistent with ORU’s stated mission, values, governing documents, applicable laws and tax exempt status.

B. Acceptable Gifts Guidelines. ORU will accept only gifts that are consistent with its mission and Christian values. Acceptance of gifts must be in compliance with the federal and state statutes and regulations including the Internal Revenue Code and ORU’s tax-exempt status.

ORU will respectfully decline the offer of a gift that:

- is inconsistent with applicable federal, state or local statute or ordinance;
- creates a fund to provide for scholarships, fellowships, professorships, chairs or lecture series with restrictive clauses that are not in the best interest of ORU or that reserve to the donor or his/her representative the right to designate the recipient;
- contains a condition that requires any action or inaction on the part of ORU that is not in its best interest;
- requires ORU to employ a specified person now or at a future date;
- contains unreasonable conditions (i.e. a lien or other encumbrance);
- requires payment of tuition or student related expenses for a family member of the donor;
- constitutes a “nonstandard contribution” of an item that is not reasonably expected to be used to satisfy or further ORU’s exempt purpose and/or mission, for which there is no ready market for liquidation of the contribution and/or the value of the item is highly speculative or difficult to ascertain; or
- is otherwise deemed not be to in the best interest of ORU (e.g. exposes ORU to unacceptable risk, litigation, liability, etc.).

Generally, gifts should be accompanied by documentation that details the purpose, impact, and/or terms of the gift. In accepting a gift, ORU also accepts the responsibility to the donor to steward the gift, i.e., administering the gift in accordance with the donor's wishes; providing the donor with appropriate financial information about the gift's investment and expenditure; and reporting the actual use of the gift to the donor, unless otherwise requested by the donor. Gifts received by ORU must not inhibit it from seeking gifts from other donors. No gift can be accepted which limits, beyond a general

definition of subject area, the educational curriculum or research that a faculty member or student can perform.

C. Gift Acceptance Committee. The Gift Acceptance Committee (“Committee”) is charged with the responsibility of reviewing, properly screening and accepting appropriate gifts. The Committee will convene on an “as needed” basis. The Committee receives its authority from the ORU Board of Trustees. All final decisions on the acceptance or refusal of a gift shall be made by the Committee; subject to the requirement that any gift over \$25,000 for which there is not unanimous assent of the Committee shall be presented to the Board of Trustees for approval. Otherwise, day to day decisions regarding gifts shall be made by the Vice-President of Development, conferring with the ORU President and/or Chair of the Committee as appropriate.

The Committee shall consist of:

1. The President of ORU;
2. The Chair of the Board of Trustees (ex officio);
3. The Chair of the Advancement Committee;
4. A member of the Finance Committee;
5. The ORU Provost;
6. The Chief Financial Officer; and
7. The Vice President of Development

The Chair of the Advancement Committee shall serve as the Chair of the Committee, and the Vice President of Development shall staff the Committee. The Chair shall consult with the President prior to any meeting of the Committee. The Chair, the President, the Vice President of Development and at least one other Committee member constitute a quorum for any meeting.

D. Informed Decision and Confidentiality. As appropriate, ORU and the Committee shall seek the advice of legal, financial and/or tax counsel in matters relating to acceptance of gifts. Donors and prospective donors should be encouraged to seek the assistance of legal and financial advisors in matters relating to their gifts as well as any resulting tax and estate planning consequences. Generally, it is the responsibility of the donor to secure an appraisal (where required) for a gift made to ORU. Upon the request of the donor or prospective donor as well as when circumstances require, all private information obtained from or about donor, prospective donor and/or gift shall be held in confidence by ORU and disclosed solely for purposes consistent with considering and/or accepting the gift.

E. Types of Gifts. The following describes the more common types of gifts, but this listing is not all encompassing. Other gifts are welcomed and will be considered as they are brought to the attention of ORU.

1. Cash - Cash is acceptable in negotiable form. The postmark date is the gift date for gifts of cash mailed to ORU. Checks should be made payable

to “Oral Roberts University.” Unless otherwise required, cash gifts are not subject to approval of the Committee.

2. Tangible Personal Property - All other gifts of tangible personal property shall be examined in light of the relevant factors including the following criteria:
 - Does the property further the mission and purposes of ORU?
 - Is the property marketable?
 - Are there any undue restrictions on the use, display, or sale of the property?
 - Are there any carrying costs or potential liabilities associated with the ownership of the property?

Tangible personal property valued at \$25,000 or more, provided they satisfy the above criteria, shall be brought to the Committee by the Vice President of Development with a recommendation for approval. If ORU intends to sell the property immediately rather than use it, the donor should be informed that IRS rules may condition the amount of the donor’s charitable deduction. Sale agreements involving potential buyers with connections to ORU (i.e. faculty, staff, board member, substantial contributors, or their family members) must be approved by the Committee.

Appraisals are required for all gifts of tangible personal property for which the donor estimates the fair market value to be \$5,000 or more. In order to comply with IRS statutes, informal appraisals (i.e. Kelly Blue Book, EBay, etc.) are required to substantiate value for items valued at \$500 or more. Items in excess of \$5,000 require formal appraisals provided by a qualified appraiser (i.e. individual markets themselves as an appraiser) who is not a related party of any sort.

3. Securities - ORU may accept both publicly traded securities and closely held securities.
 - a. *Publicly Traded Securities:* ORU prefers that donors electronically transfer securities regularly traded on a public exchange to an account maintained by ORU at one or more brokerage firms. Alternatively, publically traded securities may be delivered physically to the ORU’s Development Office with the donor’s/transferor’s stock power attached. The value of the gift will be calculated using the mean share price between the high and low selling prices quoted on the day the stock becomes an asset of ORU. As a general rule, all marketable securities shall be sold upon receipt unless otherwise directed by the ORU’s Investment Committee. In some cases marketable securities may be restricted by applicable securities laws; in such an instance, the final determination on the acceptance of the restricted securities shall be made the Committee.
 - b. *Closely Held Securities:* Closely held securities, which include not only debt and equity positions in non-publicly traded companies but also

interests in limited partnerships and limited liability companies, or other ownership forms, can be accepted subject to the approval of the Committee. Such gifts must be reviewed prior to acceptance to determine that:

- i. there are no restrictions on the security that would prevent ORU from ultimately converting those assets to cash;
- ii. the security is marketable; and
- iii. the security will not generate any undesirable tax consequences for ORU.

If potential problems arise upon initial review of the security, further review and recommendation by an outside professional may be sought before the Committee makes a final decision on acceptance of the gift. Every effort will be made to sell non- marketable securities as quickly as possible.

4. Real Estate - Gifts of residential, commercial, recreational, and developed or undeveloped real property may be accepted by ORU in accordance with the terms of this policy. Criteria to be considered by the Committee in determining whether to accept the property shall include:

- a. fair market value, proof of title, and usefulness of property for the purposes of ORU;
- b. marketability of the property, including consideration of its condition;
- c. restrictions, reservations, easements, or other limitations associated with the property;
- d. carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property;
- e. any environmental audit report and any potential liability for cleanup or restoration of the property that may be imposed under current law to a transferee; and
- f. whether the property is burdened by any conservation easement or other restriction on its use, maintenance or care.

ORU may also accept a remainder interest in real estate. The donor or other named beneficiary may continue to occupy/utilize the real property for their life or other stated term. Expenses for maintenance, indebtedness and real estate taxes are to be paid by the donor or life beneficiary. At the death of the donor, ORU may use the property or reduce it to cash.

5. Oil, Gas and Mineral Interests - ORU may accept oil and gas property interests upon approval of the Committee. Criteria to be considered by the Committee in determining whether to accept the interest in property shall include the factors below.

- a. Gifts of surface rights, oil, gas, and mineral interests should generate sufficient annual royalties or other income (as determined by the average of the three years prior to the gift) or have an appropriate marketable value.
 - b. The property should not have extended liabilities or other considerations that make receipt of the gift inappropriate.
 - c. A working interest is rarely accepted. A working interest may only be accepted when there is a plan to minimize potential liability and tax consequences.
 - d. The property should undergo an environmental review to ensure there is no current or potential exposure to environmental liability or restoration obligations under relevant law.
6. Bargain Sales - ORU may enter into a bargain sale arrangement - the sale of property for less than its fair market value (part gift and part sale) - in instances in which the bargain sale furthers its mission. All bargain sales must be reviewed and recommended by the Committee and approved by the Board of Trustees. Factors used in determining the appropriateness of the transaction include:
- a. ORU must obtain an independent appraisal substantiating the value of the property.
 - b. If ORU assumes debt with the property, the debt ratio must be less than 50% of the appraised market value.
 - c. ORU must determine that it will use the property, or that there is a market for sale of the property, allowing sale within a reasonable period of time.
 - d. ORU must calculate the costs to safeguard, insure, and expense the property (including property tax, if applicable) during any holding period.
7. Life Insurance - To record, count, report and receipt a gift of life insurance, ORU must be the owner and irrevocable beneficiary of the policy. If ORU is the beneficiary but not the owner, only the actual value of realized death benefits is recorded, counted, reported and receipted. If ORU is the beneficiary and the owner, the value of realized death benefits constitutes a gain on asset disposition rather than a gift.

ORU will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, the Committee shall determine whether to:

- a. continue to pay the premiums;
- b. convert the policy to paid up insurance; or
- c. surrender the policy for its current cash value.

No insurance products and no insurance companies or agents are endorsed by ORU for use in funding gifts to the University. ORU does not furnish donor's names to third parties for the purpose of marketing life insurance to donors or for any other purpose.

8. Charitable Gift Annuities - ORU may enter into charitable gift annuity contracts with a minimum gift level of \$10,000 and a minimum age for life income beneficiaries of 55. Deferred annuities may be offered by ORU which satisfies the minimum criteria of the gift level and minimum age, as stated above. Exceptions to these minimum requirements require approval of the Committee. Gift annuity contracts are governed by the laws of the state in which the donor resides and ORU registers in the state as appropriate.
9. Charitable Remainder Trusts - ORU may accept designation as remainder beneficiary of a charitable remainder trust. Upon approval of the Committee, ORU may accept appointment as trustee of a charitable remainder trust.
10. Charitable Lead Trusts - ORU may accept a designation as income beneficiary of a charitable lead trust. Upon approval of the Committee, ORU may accept an appointment as trustee of a charitable lead trust.
11. Retirement Plan Beneficiary Designations - Donors will be encouraged to name "Oral Roberts University" as primary or secondary beneficiary of their retirement plans, including 403(b), 401(k), Individual Retirement Accounts (IRAs) and qualified pension and profit-sharing plans. Gifts from retirement plans may be established by sending a new beneficiary designation to the donor's plan administrator. Such designations will be recorded as pledges to ORU at the time sufficient documentation is received. When the receipt of funds is not due until a future date, the present value will be recorded.
12. Bequests - Donors and supporters of ORU will be encouraged to make bequests to "Oral Roberts University" under their wills and trusts. Such bequests will be recorded in the accounting system at the estimated present value of said bequest when sufficient documentation is received. When the gift becomes irrevocable, it will be updated within the accounting system and credited as a gift. Bequests may be given as unrestricted gifts or gifts designated to a purpose of the donor's preference. Donors may also establish a life income gift in their estate plans in which the principal will pass to the University after the death of the life income beneficiary (ies).
13. Life Insurance Beneficiary Designations - Donors and supporters of ORU will be encouraged to name "Oral Roberts University" as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall be recorded in the accounting system as a pending insurance policy

when sufficient documentation is received. When the insurance policy becomes irrevocable, it will be updated and credited as a gift.

14. Other Property and Interests - Property not otherwise described above, whether real or personal, of any type (including copyrights, trademarks, royalties, servitudes, easements or other incorporeal rights) may be accepted after review by and approval of the Committee.

F. Gift Administration Fee. All gifts to Oral Roberts University, except as noted below, are required to provide an amount equivalent to ten percent (10%) of the gift for the purpose of partially defraying development and accounting related program costs. This fee is effective May 1, 2016 and shall be assessed quarterly for all gifts received during the preceding quarter. This amount will be assessed at the receipt of the cash value of the gift or pledge payment and deposited to the credit of the Annual Fund (General Unrestricted Fund). Fees on endowments will be assessed annually based on the earnings.

1. Gifts Not Subject to This Policy
 - a. All gifts or pledge payments made prior to April 30, 2016
 - b. Non-convertible gifts-in-kind
 - c. Non-convertible non-liquid gifts
 - d. Government grants; Foundation grants that do not allow for indirect costs
 - e. Funds from the Green Family
 - f. Transfers of gift funds from The ORU Alumni Foundation to the University
2. Disclosure of Policy to Donors- Disclosure of this policy to donors may be made in a variety of ways through publications and materials of the development program and generally will appear on gift receipts as follows:

Oral Roberts University applies a one-time administrative fee to all gifts and pledge payments to provide essential support necessary to ORU's overall operation. The fee is currently 10% for all gifts and pledge payments.

G. Miscellaneous Provisions. ORU's Development Department may produce materials that educate and inform prospective donors and their advisors about the various forms of giving. ORU pays no fees or commissions of any kind to any party as consideration for directing a gift to the University. While the donor retains the responsibility and discretion to select any service providers, ORU may recommend third party entities to donors for assistance in disposition of gifts.

Grant Consideration Pay Policy

Adopted January 25, 2012

Oral Roberts University (ORU) encourages the procurement and facilitation of grant funds. In appreciation of the scholarship and effort involved in the grant process, the Grant Incentive Pay Policy is designed to reward deserving individuals for their work. “Grant Consideration Pay” may be awarded by ORU to the individual(s) procuring the grant. The award of a grant does not by itself obligate ORU to pay or entitle any individual to receive Grant Consideration Pay. Instead, whether Grant Consideration Pay is approved as well as the amount and terms of any such payment will be determined by the Grant Consideration Committee (“Committee”) comprised of the following:

- The Provost
- The Vice President of Academic Affairs
- Executive Vice President and Chief Financial Officer
- Vice President of Sponsored Programs and Administrative Affairs

The Committee will consider factors relevant to the grant and the award of Grant Consideration Pay including:

- Amount of indirect cost recovered by the University
- Amount of salary recovery funds recovered by the University
- Length of time for the award
- Overall amount of the award
- Awarding agency
- Number of personnel working on the award
- Comprehensive nature of the project
- Notoriety of the research, project, or program
- Level of collaboration required
- Successful completion of timely technical and financial reporting
- Full achievement of comprehensive grant compliance

In order for any faculty, staff or administrator to receive Grant Consideration Pay, all aspects of the grant must remain compliant, fully accountable, and up-to-date on all reporting. ORU retains the right to terminate, suspend, delay, adjust or withhold Grant Consideration Pay at any time. Federal funds will not be used to for Grant Consideration Pay which is provided solely through University funds.

Human Sexuality Policy

Human Sexuality

As an institution birthed out of the Holiness-Pentecostal tradition and healing evangelism, ORU affirms the biblical mandate for holy living. ORU desires to demonstrate the compassion of Jesus Christ in helping persons who are struggling with various life issues, including issues related to their sexuality. Toward that end, the ORU Board of Trustees has articulated its sincerely-held religious beliefs on Human Sexuality which form the basis of the policies set forth below.

Sexual Identity and Gender

ORU's position on transgenderism, gender identity, and gender expression is grounded in our long-standing institutional religious identity as a Spirit-empowered university. This identity, in turn, is grounded in our Mission and the teachings of the Bible as understood in the Holiness-Pentecostal theological tradition. We follow Christ's example to love all persons and understand such love in the context of God's revealed truth. We affirm that God's original and ongoing intent and action is the creation of humanity manifest as two distinct sexes, male and female. With this foundational understanding of creation, fall, and redemption, we do not accept the resolution of any psychological tension between one's biological sex and one's experience of gender by the adoption of a psychological identity that is inconsistent with one's birth sex. Similarly, we do not accept changing one's given biological birth sex via medical intervention in favor of the identity of the opposite sex or of an indeterminate identity.

ORU Policies

ORU makes institutional decisions in light of our Mission, our sincerely-held religious beliefs, and the policies drawn from these theological foundations which are set forth below:

1. As a Spirit-empowered university, ORU's calling is to be a respectful and loving community toward those whose views on sexual identity are at variance with these beliefs. We view growth in godliness to be directed toward alignment or

reconciliation with biological birth sex as God's creational intent. Conduct or appearances that are grounded in the fundamental rejection of biological birth sex, or other expressions or actions that are discordant with birth sex are in violation of our Honor Code, and ORU will deal with such matters within the appropriate pastoral and conduct processes.

2. ORU regards sex at birth as the identification of the given biological sex of each member of our community. We do not accept attempted alterations by medical intervention of one's sex at birth. ORU views the actions or intentions of those seeking or maintaining fundamental changes of any kind from one's sex at birth as a rejection of the biblical and theological understandings to which the institution is committed, and hence as grounds for removal from consideration for employment, denial for admission as a student, and as grounds for termination of employment or enrollment as a current student.
3. As a largely residential student community that values modesty and holiness, and that seeks to foster the holistic development of our students, we will make housing and other related decisions of practical life in light of the sex at birth of all individuals who are members of this community. Thus we will not, for example, make housing decisions in accordance with the psychological identity choices of the student, but rather in light of their sex at birth.
4. All students, regardless of age, residency, or status, are required to abstain from cohabitation with the opposite sex, premarital or extramarital sexual behavior which includes physical expressions of romantic/sexual intimacy.
5. The ORU Board of Trustees is the final and ultimate authority for articulating these beliefs and the biblical principles that undergird these policies. ORU Administration is responsible for making institutional decisions in light of these sincerely-held religious beliefs, including behavioral expectations, housing, student admission and retention, employee hiring and retention, and other matters.

Oral Roberts University iPad Acceptable Use Policy

January 26, 2012

All iPads remain property of Oral Roberts University and are subject to the same acceptable use guidelines as all other university provided electronic devices. All applications (apps), files and documents stored on the iPad are the property of Oral Roberts University.

Faculty/Staff Responsibilities:

1. TAKING CARE OF YOUR IPAD

- Faculty/Staff are encouraged to purchase protective covers/cases for their iPads.
- The iPad screen is made of glass and therefore is subject to cracking and breaking if misused. Never drop nor place heavy objects (books, laptops, etc.) on top of the iPad.
- Only a soft cloth or approved laptop screen cleaning solution is to be used to clean the iPad's screen.
- To extend battery life, faculty/staff should always turn off and secure their iPad after work is completed.
- Do not subject the iPad to extreme heat or cold (do not store in vehicles).
- iPads that are broken or fail to work properly must be taken to the IServices Office for an evaluation of the equipment.

1.1 General Precautions

- The iPad is university property and all users will follow this policy and the ORU acceptable use policy for technology.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads must never be left in an unlocked room/office, unlocked car, or any unsupervised area
- The whereabouts of the iPad should be known at all times. It is Faculty/Staff responsibility to keep their iPad safe and secure.
- iPads must have a screen lock password set to prevent possible data vulnerabilities for the university in case it is lost or misplaced.

- Syncing the iPad to iTunes should be done regularly. Doing so will safeguard all files, documents, and apps and prevent data loss.

2. iPad Acceptable Use Policy

The iPad is subject to routine monitoring by the technology staff. The ORU IT Department will periodically monitor iPad wireless activity. If the acceptable use policy is violated, the iPad may be remotely locked down, wiped, and/or confiscated.

2.1 Prohibited Uses Include:

- Accessing Inappropriate Materials - All material on the iPad must adhere to the values and mission of ORU. Faculty/Staff must abide by the same prohibited uses as the use of computers and laptops. Faculty/Staff are not allowed to send, access, upload, download, or distribute offensive, profane, threatening, pornographic, obscene, or sexually explicit materials. Proxy sites are also prohibited.
- Illegal Activities - Use of the University's internet/E-mail accounts for financial or commercial gain or for any illegal activity is prohibited.
- Violating Copyrights – Faculty/Staff are allowed to have music and install apps on their iPad's. However the items downloaded and synced to the iPad must be in compliance with Federal copyright laws.
- Cameras - Faculty/Staff must use good judgment and follow the predefined ORU rules of conduct when using the camera. The Faculty/Staff agrees that the camera will not be used to take inappropriate, illicit or sexually explicit photographs or videos.
- Misuse of Passwords/Unauthorized Access –The sharing of passwords with other faculty/staff members is prohibited.
- Malicious Use/Vandalism - Any attempt to destroy hardware, software or data is prohibited.
- Jailbreaking – Jailbreaking is the process of removing any limitations placed on the iPad by Apple. Once jailbroken, users are able to download additional applications, extensions and themes that are not otherwise available. Jailbreaking results in a less secure device and is strictly prohibited.

3. Faculty/Staff Responsibilities are to:

- Use computers/iPad in a responsible and ethical manner.
- Use all technology resources in an appropriate manner so as to not damage university equipment. Damage includes, but is not limited to, the loss of data

resulting from delays, non-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained outside of ORU's designated Internet System is at your own risk.

- Help ORU protect our computer system/device by contacting an administrator about any security problems they may encounter.
- Monitor all activity on their account(s).
- Turn off and secure their iPad after they are finished working to protect their work and information.

4. Lost/Stolen/Broken iPads:

In the event an iPad is lost, stolen or damaged you are to **immediately** notify the IT department. IT will take the necessary precautions to remotely wipe the ORU information from the device. Additionally, it is the faculty/staff **member's** responsibility to replace the device based on the following proration methodology:

- 1 year old: 50% of the original purchase price**
- 2 years old: 25% of the original purchase price**
- 3 years old: 10% of the original purchase price**

JOINT VENTURE POLICY

As of April 16, 2009

A. Application

This policy applies to all joint ventures or similar arrangements involving Oral Roberts University (“ORU”). For purposes of this policy, a joint venture or similar arrangement means any joint ownership or contractual arrangement, either express or implied, through which there is an agreement to jointly undertake a specific business enterprise, investment, or tax-exempt purpose activity without regard to: (1) whether ORU controls the venture or arrangement; (2) the legal structure of the venture or arrangement; (3) whether the venture or arrangement is taxed or tax-exempt as a partnership or as an association or corporation for federal income tax purposes; or (4) whether the activity produces a profit or loss.

The following transactions and relationships are specifically excluded from this Joint Venture Policy. Items excluded from the application of this Policy, however, may be covered by other policies (such as investment or contribution policies).

1. Investments in publicly traded securities, mutual funds, insurance company annuities or life insurance products, or bank savings accounts.
2. Charitable Remainder Trusts
3. Charitable Gift Annuities
4. Contributions of business and investment interests (corporate stock, LLC interests, life insurance, etc.), where ORU is protected from liability, and has no required additional investments or carrying costs.

The exclusion of Charitable Remainder Trusts and Charitable Gift Annuities applies only to the agreement with the donor. Investments used by the charitable remainder trust or supporting the charitable gift annuity will be subject to this policy, unless they meet another exception.

B. Approval

All joint ventures or arrangements must be approved by the ORU Board of Trustees.

C. Requirements for Investment Only Ventures

Investment Only Ventures are those that meet the following criteria:

1. The primary purpose for involvement is the production of income or appreciation of property; and
2. More than 95% of the annual income will be generated by one or more of the following:
 - a. Dividends;

- b. Interest;
- c. Payments with respect to securities loans & amounts received as consideration for entering into agreements to make loans;
- d. Annuities;
- e. Royalties;
- f. Rents from real property (provided rent does not depend on income or profits of leased property) and rents from personal property leased with such real property (if the rents attributable to such personal property are an incidental amount of the total rents under the lease); and
- g. Gains from the sale, exchange, or other disposition of property other than inventory or property held primarily for sale to customers in the ordinary course of the trade or business.

ORU will only invest in these “Investment Only Ventures” defined in 1 and 2 above when all of the following criteria are present:

The legal structure used protects ORU from any liabilities which may be associated with the operation of the venture.

1. There are no required additional investments or carrying costs.
2. The venture promoter has provided a business plan for the venture.
3. Biographies of key management and other investors associated with the venture indicate they have good character and the necessary knowledge and/or experience to carry out the business plan.
4. A written assessment of the feasibility and potential profitability of the venture has been made by an independent business or professional person with experience in the type venture.
5. All contracts entered into with ORU shall be on terms that are arm’s length or more favorable to the University than to other members of the venture.
6. All terms and agreements relating to the investment venture are in a signed written agreement.

D. Requirements for All Other Ventures

All ventures and arrangements other than those qualifying as “Investment Only” described above must meet all the following requirements:

1. The purpose for ORU’s involvement in the venture must be described in detail, including all associated use of ORU resources and the projected operational, mission, and/or financial benefits to ORU.
2. The written agreement with other parties associated in the venture shall include the following elements:

- a. ORU will exercise control over the venture or arrangement, or the agreement will provide sufficient control to ensure that it furthers the tax-exempt purpose of the University.
 - b. The venture or arrangement will give priority to the tax-exempt purposes of the arrangement over maximizing profits for the other participant(s).
 - c. The venture or arrangement shall not engage in activities that would jeopardize ORU's exemption from taxation (such as political intervention or substantial lobbying).
 - d. Any arrangements with or payments to trustees, officers or employees of ORU must be reported to and specially approved for each person by the Board of Trustees.
3. The following requirements (also applicable to "Investment Only" ventures) will also apply:
- a. The legal structure used protects ORU from any liabilities which may be associated with the operation of the venture.
 - b. There are no required additional investments or carrying costs.
 - c. The venture promoter has provided a business plan for the venture.
 - d. Biographies of key management and other investors associated with the venture indicate they have good character and the necessary knowledge and/or experience to carry-out the business plan.
 - e. A written assessment of the feasibility and potential profitability of the venture has been made by an independent business or professional person with experience in the type venture.
 - f. All accounting practices, budget requirements, and fiscal responsibilities are to be in accordance with corporate requirements and guidelines as directed by the licensed financial.
 - g. All terms and agreements relating to the venture are in a written agreement signed by all parties to the venture or arrangement.

ORU Naming Policy

Adopted April 18, 2019

Oral Roberts University (ORU) welcomes the opportunity to honor those who have rendered distinguished service to ORU, who have supported ORU with contributions and gifts, and/or who have advanced causes consistent with ORU's mission. The conferring of naming honor advances the reputation of ORU as well as increases the awareness, understanding and public support for ORU, its mission and programs. The Board of Trustees (Board) of ORU holds the authority to name its real estate and facilities (Physical Space) and has established this Naming Policy to govern the process.

- A. Buildings, Facilities or other Exterior Physical Space.** A proposal for naming a building, facility or other large exterior Physical Space should originate at the institutional level and be promulgated through the Office of the President. Upon confirmation and approval by the President, including that the naming conforms to institutional policies and mission, the proposed naming shall be submitted to the Board through its appropriate committee.
- B. Interior Spaces or Portions of Exterior Physical Space.** Interior spaces and/or portions of an exterior Physical Space may be named separately to recognize benefactors who underwrite the cost of the sub-unit or portion thereof, those who have made substantial contributions to ORU, or as otherwise deemed appropriate. The President, subject to the terms of any gift or donor agreement, is authorized to name and/or to remove names, without prior approval of the Board, for interior spaces and portion of exterior Physical Space including rooms, hallways, floors, and features, as well as other enclosed or conditioned space(s) within buildings.
- C. Duration.** The naming of Physical Space is generally intended to be in place for as long as the Physical Space is used in the same manner and purpose for which the original naming was granted to the honoree. The naming may be terminated when, in the determination of ORU, circumstances change so that the manner or purpose for which the Physical Space was established is changed or significantly altered; if the Physical Space is no longer needed; or if the honoree does not accept the opportunity to continue the naming by providing the funding for significant renovations, re-designation, repair, or remodel of the Physical Space. In the event the naming of a Physical Space is terminated as set forth above, ORU is not obligated to continue the name or to use the name for any new construction intended to replace Physical Space. ORU, however, may seek other means to recognize the honoree as a result of the terminated naming opportunity.

- D. Reservation of Rights.** ORU reserves the right to remove any naming recognition as a result of the non-payment of a pledge or the failure to fulfill the terms of a gift agreement. The background, character, reputation, and other qualities of the individual or entity for whom the Physical Space is named should always be consistent with the mission and values of ORU. ORU naming opportunities bear the name of individuals or entities that exemplify the attributes of integrity, character and leadership consistent with the highest values of ORU. If, in the sole determination of ORU, those attributes are not maintained, ORU reserves the right to remove the honoree's name from a Physical Space at any time. If a name is not forthcoming at the time the Physical Space has been completed, and a name is needed for identification purposes, a generic name should be used, thus reserving the prerogative to bring forward a name that meets the established criteria at a later date.
- E. Signage and Marking.** To the extent possible, a uniform system of external marking of buildings is to be used university wide and building names should include a designation denoting their primary function.
- F. Effective Date.** This policy shall be effective as of April 18, 2019 (Effective Date). This policy shall apply to all Physical Space naming in existence as of the Effective Date (subject to any contrary provision in an existing agreement with an honoree) as well as to all naming opportunities which arise after the Effective Date.

Prohibition of Private Benefit Policy

As of October 2, 2008

Oral Roberts University is an entity exempt from federal income tax pursuant to Internal Revenue Code (“IRC”) §501(a) as an organization described in IRC §501(c)(3), and a public charity (an educational institution) in accordance with IRC §§ 170(b)(1)(A)(ii) and 509(a)(1). In further affirmation of the provisions of its governing documents, the Board of Trustees hereby resolves that ORU shall be organized and operated so that no part of its net earnings inures to the benefit of any individual, that impermissible excess benefit transactions and private inurement under the provisions of the Internal Revenue Code are strictly prohibited and that all transactions between ORU and individuals who are “disqualified persons” within the meaning of the IRC must be at arm’s length and those individuals shall not receive any preferential treatment from ORU including in regard to admissions, housing, and compensation. It is further resolved that ORU Administration, under the direction of the Finance Committee and with appropriate tax and legal counsel, is authorized to take all necessary actions to implement procedures to fully effectuate this policy.

Position Paper on Human Sexuality and Gender

As of November 11, 2015

This paper articulates a biblically informed theological position on human sexuality and gender and presents a whole person perspective on this subject. From it, policies and procedures may be developed at Oral Roberts University (ORU) to fulfill its institutional mission to “build Spirit-empowered leaders through whole person education to impact the world with God’s healing.” This document describes ORU’s sincerely held religious beliefs and doctrinal positions on this important subject.

There are certain segments of Christianity that dismiss as irrelevant any interpretations of biblical passages that disapprove of certain sexual relationships and activities. Instead, they promote other interpretations that endorse these relationships and activities.² As Spirit-filled Christians who accept the Bible as our rule of faith and conduct and who are engaged in whole person education, we cannot reject hermeneutically sound interpretations of scripture on the subject of human sexuality or accept other interpretations that emphasize personal experience over biblical authority. Nor can we accept changing public opinion as the standard of our convictions regarding human sexuality. We believe we can and must be true to the scripture while offering love, hospitality, and wholeness to all persons.

Biblical Witness

Several passages in the Bible inform our understanding of human sexuality and provide divine guidance on sexual practices. The major passages are Genesis 1:27; 2:23-24; 19:5 (4-11); Leviticus 18:22; 20:13; Matthew 19: 1-12; Romans 1:26, 27; 1 Corinthians 6:9; and 1 Timothy 1:10. We approach these texts with the understanding that “all scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness” (2 Tim 3:16). As we review these passages, informed by biblical scholarship, we acknowledge that Christians have wrongly used certain biblical passages in the past—for example, to condemn Galileo for his scientific discovery, and to support and defend the evil of slavery. We interpret the passages above, therefore, not only with

²See Shelby Spong, *The Sins of Scripture: Exposing the Bible’s Texts of Hate to Reveal the God of Love* (New York: HarperCollins, 2009).

humility, but also with what is called a “Pentecostal hermeneutic,” which seeks not only the historic meaning of the biblical texts, but also asks the reflective question, What is the Holy Spirit saying through these texts to us now?³

Genesis 1:27 and 2:23-24

The first chapter of the Bible establishes the uniqueness of human creation: “So God created man (*adam*) in His *own* image; in the image of God He created him; male (*ish*) and female (*ishah*) He created them” (Gen 1:27). God declares that while creation is good, man being alone is not good (Gen 2:18). God creates a female to remedy the male’s loneliness, and Adam receives her with the words, “This is now bone of my bones, and flesh of my flesh; she shall be called ‘woman,’ for she was taken out of man” (Gen 2:23). Genesis then states, “That is why a man leaves his father and mother and is united to his wife, and they become one flesh” (Gen 2:24). Genesis testifies to an order of sexuality and form of sexual expression in which male and female, both made in the image of God, join together to become one flesh. In God’s good creation, gender is specific and sex is distinct. Human gender as male and female, determined by God’s creative intent at conception and made manifest at birth, is an enduring and stable biological characteristic.

In Genesis, Eve complements Adam, but is not identical to him. Male and female complement each other, cooperate with each other, and are capable of becoming one flesh. The model of marriage in Genesis is male and female becoming one flesh, complementing one another, cooperating with each other, and fulfilling God’s purpose. In his discourse on marriage and divorce, Jesus affirms this understanding of marriage between one man and one woman for life (Matt 19:4-6).

Genesis 19:4-11, 24-25

The story of two angels perceived as men visiting Abraham’s nephew Lot in Sodom is given in Genesis 19. Lot welcomed them, inviting them to his house to spend the night, and offered them hospitality. Before his guests went to bed, however, the men of Sodom surrounded his house, demanding that he release his guests so that they could know (*yada*) them.

³Jacqueline Grey, *Three’s a Crowd: Pentecostalism, Hermeneutics, and the Old Testament* (Eugene, OR: Pickwick Publications, 2011), 11-12.

The word *yada* is used for sexual intercourse on the part of both men and women in the well-known euphemism “Adam knew Eve his wife,” and its parallels (Gen 4:1; 19:8; Num 31:17, 35; Jud 11:39; 21:11; 1 Sam 1:19; 1 Kgs 1:4;). It is used as well to describe sexual perversions such as sodomy (Gen 19:5; Jud 19:22) and rape (Jud 19:25).⁴ Lot refused to offer up his guests and tried to discourage the men of Sodom from doing this “wicked thing,” but they became angry and attempted to break down the door. The angels struck them with blindness and thwarted the attack. They advised Lot to flee the city, and as Lot and his family left, God destroyed Sodom and Gomorrah with fire and brimstone. Ever since, Sodom stands as a symbol of God’s judgment against homosexuality. Concerning the egregious sin of Sodom noted in this passage, Claus Westermann writes: “The gravity of the sin of Sodom (Gen 18:20-21) is explicated in 19:4-11 in such a way that the narrative combines two crimes, each of which is serious in itself: unnatural lust (Lev 18:22) and the violation of the right of guests to protection.”⁵

There are thirteen references to Sodom in the Old Testament following Genesis 19 and eight in the New Testament. Liberal interpreters point out that Sodom’s sin was not homosexuality, but poor hospitality, attempted gang rape, aggression, dominance, and lack of concern for the poor.⁶ Although these are also Sodom’s sins, 2 Peter 2:7 and Jude 7 explicitly point out their pervasive sexual sin. Scripture points out that God wants His people to avoid excessive lust and the practice of homosexuality. According to Leviticus 18, they are to live in holiness according to His code of ethics.

Leviticus 18:22 and 20:13

The Book of Leviticus provides a blueprint for holy living. When the laws against homosexual practices in Leviticus, particularly in chapter 18, are taken in the context of God’s call of His people to holiness (18:1-5; 18:13), it becomes clear that there are two categories of laws in this book: 1) those locally applicable to Israel, and 2) those globally

⁴R. Laird Harris, Gleason J. Archer, Jr., and Bruce K. Waltke, “*yada*,” *Theological Wordbook of the Old Testament*, vol. 1 (Chicago: Moody Press, 1980), 366.

⁵Claus Westermann, *Genesis 12-36: A Commentary*, trans. John J. Scullion (Minneapolis: Augsburg Publishing House, 1981), 301.

⁶Matthew Vines, *God and the Gay Christian* (New York: Convergent Books, 2014), 65-72.

binding on all people. The record of God’s judgment of the Canaanites for committing sexual sins (Lev 18:24-25) confirms the universality of the sexual codes in Leviticus. It should be noticed that Jesus’ teaching on marriage, divorce, and sexual sins also affirms the universality of Levitical laws regarding sexuality.

Kevin DeYoung discusses the sexual sins in Leviticus 18. He notes that “all the sexual sins in Leviticus 18 are lumped together under the term ‘abominations,’ but only male-with-male sex is singled out by itself as an abomination.” He further states, “In fact, it is the only forbidden act given this label in the entire Holiness code. The death penalty for both parties also speaks to the seriousness of the offense in God’s eyes.”⁷

Matthew 19:1-12

It is true that Jesus never specifically denounced homosexual behavior, but his statements about marriage and divorce express his understanding of human sexuality and its proper expression. Jesus affirmed the Genesis account of the creation of human beings as male and female and God’s design that they become one flesh. He added the injunction regarding marriage, “What therefore God has joined together, let not man separate” (Matt 19:6). This text does not support the idea that Jesus had homosexuality in mind when he made this declaration. Jesus viewed marriage as heterosexual only and divorce as restricted. Additionally, his comments about three types of eunuchs—by birth, by intervention, and by choice—highlight celibacy as an acceptable option for those with a higher calling for the sake of the kingdom of God, but in no way affirm homosexual practices (Matt 19:12).

Romans 1:26-27; 1 Corinthians 6:9, 11

In dealing with issues of *porneia* (best translated as "sexual immorality"), Paul defines as immoral *any* sexual intercourse apart from marriage. In his day, all Jews and almost all Gentiles would assume marriage to be heterosexual only. As a result, in the sexual ethical sections of his writings, Paul spends a majority of his efforts criticizing heterosexual immorality rather than homosexual immorality. Romans 1 is a theological

⁷Kevin DeYoung, *What Does the Bible Really Teach about Homosexuality?* (Wheaton, Ill: Crossway, 2015), Kindle Edition, n.p.

history of the world and paganism and its relationship with the Creator.⁸ The problem with pagans, according to Paul, is that they have rejected their Creator. He uses the illustration of homosexuality as an example of a society where idolatry reigns (i.e., a society where the image of God is rejected). Paul considers homosexual expressions “dishonorable” and “against nature,” an outcome of exchanging “the truth about God for a lie,” and worshipping and serving “the creature rather than the Creator” (Rom 1:25).

In 1 Corinthians 6:9-10, Paul is writing about "wrongdoers" and states that wrongdoers will not inherit the kingdom of God. He then goes on to list types of wrongdoing that will keep one from the kingdom. Among this list of wrongdoing, Paul repeats offenses that he has already set forth in 5:11 as requiring exclusion from the community (fornicators, idolaters, the greedy, drunkards, revilers, robbers) and adds four new categories. Two of these (adulterers and thieves) merely recite the Decalogue. The other two terms discussed below deal with homosexual conduct.

The first term, *malakoi*, is widely attested in literature; it literally means "soft" and may refer to men and boys in a sexual relationship.⁹ This term has also been translated as "effeminate," and refers to male prostitution, and is used “pejoratively for men who had an effeminate nature and took a passive role in a sexual relationship.”¹⁰ This term is likely to be connected to the second term, *arsenokoitai*, that follows it in Paul's list in 1 Corinthians 6:9, which may be translated as a pederast, a male prostitute, or “a man who engages in sexual activity with a person of his own sex.”¹¹ It seems to be a general term for men who engage in same-sex intercourse and most likely refers to men or boys who take the female role in sexual intercourse.

The Greek term *arsenokoitai* is exclusive to Paul. In both passages using this term, 1 Corinthians 6 and 1 Timothy 1:10, Paul's message is clear: It is a prohibition similar to Leviticus 18:22. Liberal theologians' argument that this term refers only to male prostitution, not homosexuality, does not cancel the prohibition nor limit it to the context of

⁸ N. T. Wright, *Romans*, The New Interpreter's Bible, vol. 10 (Nashville: Abingdon Press, 2002), 430-435; Michael L. Brown, *Can You Be Gay and Christian: Responding with Love and Truth to Questions about Homosexuality* (Lake Mary: Frontline, 2014), 171-185.

⁹ Frederick Danker, “*malakoi*,” *The Greek-English Lexicon of the New Testament and Other Early Christian Literature*, 3rd ed. (Chicago: University of Chicago Press, 2000), 613.

¹⁰ Danker, 135.; Tremper Longman III and David E. Garland, eds., *The Expositor's Bible Commentary*, rev. and upd. ed. (Grand Rapids: Zondervan, 2008), 309.

¹¹ Maurice A. Robinson and Mark A. House, eds., “*arsenokoitai*,” *Analytical Lexicon of New Testament Greek*, rev. and upd. ed. (Peabody, MA: Hendrickson, 2012), 50; Danker, 135.

prostitution. Paul pronounces a grave warning here to those who practice homosexuality: They cannot inherit the kingdom of God. We must reckon with Paul's sobering warning; however, it does not have to lead to despair. He reminds his readers that, "(And) such were some of you, but you were washed, you were sanctified, you were justified in the name of the Lord Jesus Christ and by the Spirit of our God" (1 Cor 6:11). For these believers, homosexual activity was a part of their past, not their present. Paul goes on to invite them to live as "the temple of the Holy Spirit," honoring God with their bodies (1 Cor 6:19-20).

Theological Conclusions

The biblical witness in these passages leads to several theological conclusions. God's creation has continuity, unity, diversity, intent and purpose, uniqueness, and complementarity. Both the relational and functional understandings of the concept of "image of God" require accountability, responsibility, and intentionality from men and women. God's desire from the very beginning was humanity's well-being, wholeness, and fruitfulness, but willful disobedience produced a drastically different outcome.

The fall was devastating to the whole creation as it brought sin and death into the world. Instead of well-being and wholeness, brokenness and suffering became the tale of humankind, each person living in broken relationships with God, others, and self. This brokenness began to express itself in all dimensions of life, including sexuality. All sexual sins are expressions of this brokenness. Indeed, "all have sinned, and come short of the glory of God" (Rom 3:23), and redemption is available only in Jesus Christ.

God's plan to redeem His creation began as He revealed himself to Adam, Abraham, and Moses, and called for Himself a people (Israel). He called them to holiness, requiring them to obey His laws designed for their own well-being. Leviticus gave specific laws regarding relations and functions. Specific laws prohibited certain sexual behaviors. God required that His children stand out from other nations in this regard.

Israel failed God by not keeping His laws. Seeing their failure, God sent His Son into the world to fulfill the Law. It appears that in fulfilling the Law, Jesus made some Old Testament laws more demanding and others less binding. Adultery can happen in thought now (Matt 5:28), but one may disregard ceremonial washing or traditional Sabbath restrictions (Matt 12:1-12). He affirmed, without intensifying or relaxing, the Genesis account of the creation of human beings as male and female and their design and potential

to become one flesh (Matt 19:6). While he did not abolish divorce in all situations, he required that man should not separate those whom God joined together (Matt 19:6-9). He valued celibacy as a positive choice for those with a special calling (Matt 19:12). While Jesus never spoke against homosexual acts, most likely because the Judaism of his day already prohibited it, he expressly affirmed male-female union in the Genesis way and endorsed heterosexual union with an anti-divorce bias.

The human body is designed to be the dwelling place of God's Spirit. Human beings are called to be good stewards of their bodies. All sexual sins distort this stewardship. True redemption is not claiming freedom by normalizing distortions or rejecting a God-given body by calling it oppressive. True freedom is living in harmony with God, others, and self. It is giving one's brokenness over to God and living by grace each day, depending on the power of the Holy Spirit to overcome temptations. Jesus Christ heals our brokenness, including our desires and actions that contradict our true nature and enslave us. God through His Son will heal the brokenness of all of creation.

All believers are called to glorify God in body and spirit (1 Cor 6:19), leaving the "works of the flesh" behind, including all sexual sins—heterosexual and homosexual—to follow after righteousness, peace, and joy in the Holy Spirit (Rom 14:17). They are instructed to be filled with the Spirit, flowing in the gifts of the Spirit, and developing the fruit of the Spirit, which includes self-control (Gal 5:22).

Christians are called to live by faith and walk in the Spirit (Gal 5:16; 2 Cor 5:7). The followers of Jesus are called to live crucified lives in this world, living by faith "in the Son of God, who loved us and gave himself for us" (Gal 2:20). It is impossible to please the Lord without faith (Heb 11:6), and to see the Lord without holiness (Heb 12:14). A sanctified life is required of all disciples of Jesus Christ (Lev 20:7; 1 Pet 1:15-16). All are accountable to God (Rom 14:12). No one is exempted from the responsibility to flee from fornication (1 Cor 6:18), idolatry (1 Cor 10:14), and youthful lusts (2 Tim 2:22). All are called to count the cost (Luke 14:28), take up the cross (Matt 16:24), and follow Christ. We are to bear one another's burdens in this journey of faith (Gal 6:2).

Willful sin can prevent our future entry into the kingdom of God (1 Cor 6:9). We must heed this warning, but it should not cause us to despair because fallen humanity has hope in Jesus Christ (Col 1:27). Christians are people of hope. We are an eschatological

people who bear witness to the saving, healing, and sanctifying power of the name of Jesus Christ (Acts 4:10), the redemptive value of His blood (Heb 13:12), and the transforming power of the Holy Spirit (Rom 12:2; 1 Cor 6:11). Oral Roberts was right when he taught that healing can be instant, gradual, and ultimate.¹²

A Whole Person Perspective

How shall we embody this understanding of brokenness, holiness, and hope at a university called to be the premier institution of higher learning within the Spirit-empowered movement? ORU is an institution involved in whole person education. This university seeks students who are on a quest for wholeness.¹³ Education at ORU is a journey toward wholeness. ORU is a place of learning and development in body, mind, and spirit. The Holy Spirit empowers this community in its learning/healing work. The ORU Catalog states, “Since the key distinctive of Oral Roberts University is healing...all of the university courses seek to educate students toward healing and restoration in every facet of society.”¹⁴ In the founder’s words to the first class on September 7, 1965, “Wholeness is a way of life here. It’s something you can get; it’s something you can become. You can leave as the whole person God intended you to be....while we are innovators in educational techniques, we are definitely old-fashioned when it comes to Christian morals and character....Along with your academic progress and your physical fitness, we expect you to be open to the creative activity of the Holy Spirit in your inner man, indeed in your whole person. The focus is to assist students to develop a Christian worldview...”¹⁵

ORU is a community of faith and formation committed to natural and supernatural truth¹⁶ and covenant living based on an Honor Code that has been in place for fifty years. Rooted in the Holiness-Pentecostal tradition and built from the fires of 20th century healing evangelism, ORU endeavors to exemplify the highest ideals of a Spirit-filled Christian community. ORU is a distinctively Christian Spirit-empowered institution. It is an

¹²Thomson K. Mathew, and Kimberly Ervin Alexander, “The Future of Healing Ministries,” in *Spirit-Empowered Christianity in the 21st Century*, ed. Vinson Synan (Lake Mary, FL: Charisma House, 2011), 23.

¹³*Oral Roberts University Catalog 2014-2015*, vol. 33, no. 1, ed. Linda Gray (Tulsa, OK: Oral Roberts University, 2014), 13.

¹⁴*Oral Roberts University Catalog 2014-2015*, 12.

¹⁵*Oral Roberts University Catalog 2014-2015*, 13.

¹⁶*Oral Roberts University Catalog 2014-2015*, 12.

interdenominational global university which believes that “self-discipline and learning should go hand-in-hand to build character...”¹⁷

The Christian worldview fostered at ORU compels the entire community to conform to a whole person lifestyle. This includes acceptance of the Honor Code, and biblical standards of Christian living, marriage, and sexual practices. Involvement in homosexual practices and same-sex marriage are considered inconsistent with the word of God. Yet that same worldview also demands that we love individuals dealing with same-sex attraction, same-sex orientation, and transgender issues as our neighbors, even though we cannot approve homosexual practices or same-sex marriages. Jesus’ concept of neighbor and the biblical idea of hospitality guide us in this approach. All individuals are persons of value, made in the image of God, and deserve redemptive hospitality from all who call themselves disciples of Jesus Christ.

Institutional Commitments

ORU affirms the following:

- 1) Embracing the whole person philosophy that views the entire person—body, mind and spirit—as belonging to God and valuable to Him, the university considers human sexuality a gift of God, with sexual intercourse properly expressed only within a marriage between a man and a woman.
- 2) Affirming the value of all persons (Gen 1:20) does not entail condoning any conduct or lifestyle inconsistent with the word of God. Heterosexual sins and homosexual practices are not consistent with a Spirit-filled life and whole person lifestyle.
- 3) It is never our intent to shame persons who struggle with sexual issues. Instead, we wish to offer them supportive assistance in Christian love to live the godly lifestyle envisioned in the ORU Honor Code.
- 4) While recognizing that some persons experience homosexual attraction, we deny that this force eradicates the capacity of free will and the choice to desist or to seek the power of the Holy Spirit to overcome temptation.

¹⁷*Oral Roberts University Catalog 2014-2015*, 12.

- 5) Our relationship to God and commitment to His claim on our lives as members of the kingdom of God give us our identity as Christians. Sexual orientation and other individual characteristics are secondary to this primary identity.
- 6) We believe that God is the author of gender. Congruence between created design (male and female) and an individual's experience of personhood was intended from the beginning. Inconsistency in this matter reveals that our world is broken physically, psychologically, and spiritually.
- 7) Human beings should seek peace and healing from any conflicts or incongruence between their sex and gender identification in a manner consistent with God's design and creative order.
- 8) As an interdenominational and global Spirit-empowered institution of higher learning, ORU believes strongly in addressing human sexuality and gender issues with pastoral concern and redemptive hospitality. Our overarching goal is always healing and wellness of the whole person and the fulfilling of God's ultimate purposes for humanity.

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**Purchasing
Policies and Procedures**
Revised April 17, 2013

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Purchasing Policies and Procedures

I. Background

The Purchasing Department's main function is the procurement of equipment, supplies, and services at the lowest cost consistent with quantity, quality, and availability of the items at the time of purchase. In applying policy, the cost of the purchase and the delivery time required by the using department will be considered. At least three (3) verbal competitive quotes and/or bids will be solicited whenever practical and are required for purchases exceeding \$2,000. Written competitive bids are required for all purchases for dollar amounts over \$5,000. A Request for Proposal (RFP) is required for purchases of amounts over \$25,000 and approval by the Finance Committee for the Board of Trustees is required for all purchases over \$125,000.

The Purchasing Department is the primary agency authorized to make commitments for University purchases. It is the responsibility of the Purchasing Department to conduct the purchasing functions in a manner that results in the best value for the University with due regard to price, quality of products/service, contracting party, other relevant factors, and in accordance with the Code of Ethics advocated by the National Association of Educational Procurement. Purchases for which University funds are to be used, except those specifically identified within this policy, will be made by the Purchasing Department.

The Objectives of the Purchasing Department include the following:

- To provide assistance to students, faculty, and staff in the procurement of required materials and services.
- To obtain the maximum value for each dollar of expenditure.
- To purchase the materials and services that best meets the needs of the University.
- To ensure the procurement activity is conducted in a business-like manner and meets internal control standards acceptable by our internal and external auditors.
- To conduct business in an ethical manner, declining personal gifts and gratuities.

[ORU is exempt from state sales tax in Oklahoma. Tax exempt certificates should be used only when the purchase is being made directly for the University. ORU's exemption does not extend to student groups or organizations unless they are acting on behalf of the University. Appropriate authorization from the Dean of Students Office must be obtained for such purchases.]

II. Policies

A. Authority to Purchase

The authority to enter into a purchase agreement is vested in only those individuals approved by the Board of Trustees (or “Board”). The President, Executive Vice President and Chief Financial Officer (CFO), the Executive Vice President and Chief Operations Officer (COO), and the Provost are the positions approved by the Board to contract, sign and contractually obligate the University for goods or services. The following policies outline the procurement process.

Procurement Process

Purchase requisitions, orders, check requests, and other forms authorizing the expenditure of University funds must be approved by the person responsible for the cost center account to which the expense will be charged. The purchasing authority requirements for varying levels of purchases are set forth below. Splitting orders to avoid dollar limits throughout these policies and procedures is prohibited.

Level of Authority	
Amount	Individual
All purchase requisitions, orders, check requests and other forms authorizing expenditures	Person responsible for the cost center and their responsible manager
Under \$500.00	Cost Center Manager
\$500.00 - \$49,999.00	Cost Center Vice President & Purchasing
\$ 50,000 - \$ 124,999	Purchasing & CFO
> \$125,000 (not included in the annual budget)	Finance Committee

B. Required Quotes, Bids, and Requests for Proposals

Competitive quotes, bids, and requests for proposals are required as follows except for single source vendor or emergency purchases (see Sections E. and F. below).

- Competitive quotes are not required for purchases under \$2,000.
- Verbal competitive quotes are required from three vendors for purchases between \$2,000 and \$4,999 unless the purchase is made from a vendor on the preferred vendor list maintained by the Purchasing Department and found on the University’s intranet.
- Written competitive bids from three vendors are required for dollar amounts of \$5,000 or more.
- Formal Request for Proposals are required for dollar amounts over \$25,000.

- In addition to the above Request for Proposals requirements, all purchases above \$125,000 that are not included in the annual budget must be approved by the Finance Committee.

Bid specifications should be forwarded to the Purchasing Department with suggested vendors and the date the items are needed. Specifications should be received in the Purchasing Department in advance to allow processing of the request prior to the date the order needs to be placed. The Purchasing Department will place all bids unless approval is given by the Purchasing Department for the department to solicit the bids. The Purchasing Department will coordinate the final decision for purchase with discussion and input from the end user. In some cases the low bid may not be the best bid. The reason for not accepting the low bid must be filed with the bid record.

Bids or quotes are not required in cases where the purchase is from a single source vendor (See subsection “E” below); amendment or modification of an existing contract; or where the same item has been previously bid within the last year.

C. Electronic Requisitions and Paperless Processing

All requisitions are submitted electronically through the Banner Finance System prior to procuring goods or services. Required backup should be scanned and attached electronically to the requisition as follows:

Tangible purchases (goods):

- ***Office supplies*** from the vendor (designated by the purchasing office for general use, such as Office Depot) does not require backup as long as the item number, description, and price is indicated on the detail lines of the requisition.
- ***Under \$2,000*** – specifications of goods to be purchased.
- ***\$2,000 to \$4,999*** – specifications and documentation of verbal competitive quotes obtained from vendors.
- ***\$5,000 to \$24,999*** – quotes with specifications are required to be written from the vendor. The sourcing should generally be performed and/or directed by the purchasing office.
- ***\$25,000 +*** – attach the specifications and considerations for the Request for Proposal (RFP) to be prepared by the purchasing office. If the specifications are voluminous, scan the first page of the specifications indicating the project name, date, and preparer’s contact information (architect, engineer, etc.) and forward the full set to the Purchasing Office.

Intangible purchases (services, construction services, rights, etc.) – All intangible purchases must be accompanied by a written document that identifies what the University will receive in exchange for payment. The fully executed contract should be attached to the requisition at origination. The purchase order should be for the full amount for which the University is obligated per the contract terms. Requisitions

and/or purchase orders should not be established for individual pay requests related to an underlying obligation. Rather, pay requests or monthly payments related to a contractual commitment are paid against a standing purchase order by forwarding the scanned approved invoice to invoices@oru.edu with the purchase order number indicated in the subject line of the email.

D. New Vendors, Vendor Changes, and Internet Purchases

Preference should be given to the list of preferred vendors maintained by the Purchasing Department which is available on ORU's intranet. Purchases under \$2,000 should be from vendors on the preferred vendor list.

Vendors not established on the Banner Finance System need to complete a vendor application. These forms may be found on the University intranet or obtained from the Accounting Department. The vendor may submit required documents and/or communicate with the Accounting Department through the email address vendors@oru.edu. Address changes should also be forwarded to this email address.

For internet purchases from a vendor that accepts credit cards, it is not necessary to establish the vendor on the Banner Finance system. Enter the requisition with a vendor name of "Purchasing Office Credit Card" to request the purchasing office to complete the purchase using their central credit card and include an electronic "print" of the internet purchase with sufficient information to allow the purchasing office to complete it.

E. Single Source Vendors

Where there is only a single source vendor (for such items as equipment, supplies, or services of a particular manufacturer, repair parts for special equipment, and equipment of a special character or design required for special instruction or research) competitive quotes or bids are not required. Any item over \$2,000 where there is only a single source vendor must be clearly justified. A written document must be attached to the purchase requisition when submitted to Purchasing with sufficient detail of the single source justification.

F. Emergency Purchases

There are times when a purchase is required and the time required to go through standard purchasing policies will create unacceptable hardship, damage to University facilities, or loss of employee time. Such emergency situations will require committing University funds without normal approvals. Examples are emergency repair of vital equipment, removal of ice or snow, a medical emergency, etc.

When such situations occur, if the amount is estimated to exceed \$2,000, the area Vice President's approval is required. For amounts less than \$2,000, the person making an emergency purchase must notify the cost center manager(s) for after-the-fact approval and thereafter submit all relevant information when entering the RQ on

the Banner system, including a written justification for the emergency. Emergency purchases exceeding \$50,000 need to be approved by the President or CFO.

G. Purchase Requisitions and Purchase Orders

Electronic requisitions are automatically checked by the computer system for budget availability. Requesting departments shall specify what is needed in enough detail and clarity so that Purchasing and the vendor(s) have no question as to what is wanted. Purchasing will give assistance in writing specifications, if requested. Supplier contacts may be made by departments to help set the specifications or obtain the best pricing. However, department personnel should not negotiate with or make commitments to the vendor representative unless such authority has been delegated by the Purchasing Department.

The purchase order is the standard instrument used to procure goods and services. All University procurement transactions require a purchase order except in cases where an alternative method has been specifically identified and approved by the Purchasing Department. Each of these alternative methods will be discussed below. Purchase orders can only be created in the Purchasing Department following submission and approval of a purchase requisition as required in Section A. above.

Final prices, terms, and conditions of the purchase are the responsibility of the Purchasing Department. The Purchasing Department will communicate with the vendor to place orders unless such authority is delegated to the end user. Effectiveness in negotiating and buying is seriously hampered by commitments implied or preferences expressed to supplier representatives without order placing authority. Often these commitments lead to misunderstanding and poor relationships within the University community and with suppliers.

H. Blanket Purchase Orders

Blanket purchase orders are issued as monthly or yearly orders for specific departments when the specified services or items are from the same vendor for standard materials or supplies requiring numerous shipments for a specific time period.

The Purchasing Department will request quotes and bids on blanket purchase requisitions, unless Purchasing Department requests end user to supply quotes and bids for Purchasing Department's review, before a blanket purchase order is issued.

A blanket purchase order authorizes unspecified purchases from vendors not to exceed a stated amount. A requisition will be submitted to the Purchasing Department with the appropriate information and proper approvals. A purchase order will be returned to the department by Purchasing. The purchase order will be forwarded to the vendor by the Purchasing Department. Blanket requisitions must be issued for a stated period of time and a definite amount of money. No equipment or services can be procured on blanket purchase orders.

Receipt of materials under blanket purchase orders are usually for less than the total dollar amount authorized by the purchase order. An approved invoice and all delivery documents from the vendor under such purchase orders should include quantities and dollar amount so that the Accounts Payable Department has proof of delivery to match to invoices.

I. Contracts and Leases

(This policy excludes academic teaching contracts.)

For purposes of this policy, a contract is defined as an agreement between two (2) or more parties, one of which is the University, intended to have a legal effect. The parties must have a common understanding as to the essential terms; there must be mutual obligations; and there must also be consideration, or something of value exchanged.

In general obligations that should be committed to a written agreement include: goods and services; real estate; professional and consultant fees; affiliations (i.e. memoranda of understandings); amendments of existing contracts; agreement that exposes the University to potential liability; assumption of risk and releases; registration forms for events; agreements with terms twelve months or greater; and obligations exceeding \$5,000.

An employee wishing to enter into contract negotiations must have the cooperation and approval of any unit which may be implicated in performance of the contract. The employee initiating the contract shall be responsible for reading the contract entirely and determining that: (1) the contract is complete and the language accurately reflects the current state of negotiations; (2) the contract meets University mission requirements; (3) the contract is in the best interests of the University; (4) the department can ensure compliance with the contractual obligations placed on the University; and (5) the contract is sufficiently clear and consistent.

The University generally requires a third party to provide minimum general liability coverage of \$1 million per occurrence. Contracts with more inherent risks may require increased insurance coverage.

All proposed contracts \$25,000 or greater should be submitted to the University's General Counsel for review. Additionally, contracts with an unusually high risk factor, that bring the activities of the University under public scrutiny, or that involve any controversial matter must be presented in advance for review by General Counsel.

All contracts and/or leases must be signed by the Executive Vice President and CFO or one specifically delegated to sign a specific contract and/or lease.

Any contract or lease for a total dollar amount of \$25,000 or more must be signed by the Executive Vice President and CFO.

Any contractual agreement with vendors, which includes terms or restrictions related to ORU's hiring of employees, must be provided to the Human Resources Department to make them aware of the contractual obligations

No action or performance shall be taken regarding a proposed contract until all parties have executed it including all appropriate legal entities.

J. Capital Equipment

A separate capital budget (equipment costing \$2,000 or more and having a useful life beyond one year) is established each year. Each capital equipment item request will be presented by the responsible vice president to the Executive Vice President and CFO for review and approval. All purchase requisitions for capital equipment must be signed by the Executive Vice President and CFO.

K. Construction and Renovation

All construction and renovation project requests are to be submitted to the Executive Vice President and COO. Except for projects requiring immediate attention (very rare), all regular project requests will be accumulated by the Executive Vice President and COO, reviewed with the Executive Vice President and CFO, and submitted annually to the Board of Trustees for final approval. The procedures section of these policies contains the processes required to facilitate these needs.

Construction and renovation projects for ORU will be approved based upon needs and priorities of the University and the availability of funds. Construction and renovation projects over \$2,000 are considered capital expenditures. Project requests are to be submitted annually during the budget process. Proper planning usually allows projects to be identified at least a year in advance. After the amount of the capital budget has been approved for the year, then the merits of each project will be debated. The priority of each project will be established, and it will be decided by the Finance Committee of the Board of Trustees which projects are approved along with other capital purchases for the year.

L. Information Technology

All information technology hardware and software acquisitions, retirements, and disposals, including telephone systems and equipment, must be approved by the Information Technology Department. This includes all **technology goods and services**, regardless of whether or not a financial expenditure is associated. Shareware, freeware, demo products, and personally owned hardware/software that will be placed on ORU equipment or the ORU network, are to be considered an acquisition and are included in this policy. In this way the University can ensure that the networks of the school will not be adversely affected by incompatibility or

capacity issues. Stand-alone hardware and software requests (academic and non-academic) must be submitted to the Information Technology Department for review before purchase approval. (See Procedures section below)

M. Printing and Graphics

All printing, binding, and photocopying requests must be requested through Pitney Bowes. All text and accuracy for printing is the responsibility of the requesting department. All brown line proofs must be approved in writing, with any changes, before final printing occurs. A standard delivery time and price lists are available for their services. Also, they will supply a quote on each specific job requisition to ensure that misunderstandings are minimized.

It is the responsibility of each department ordering printing services to plan their needs to avoid emergency printing.

N. Marketing

All print media used to promote the University or a University department/area must be coordinated and pre-approved through the Director of Marketing. This centralization and approval will ensure consistency in the University's branding and assist the University in cost containment.

O. Petty Cash

Certain departments will be assigned petty cash accounts to expedite purchases during off hours or when it is impractical to use other purchasing methods. Such purchases have the following restrictions:

- Purchases must be limited to \$50 or less
- Loans or advances to employees for personal use from the Petty Cash Funds are forbidden
- Personal checks cannot be cashed through the Petty Cash Funds
- Office and janitorial supplies otherwise available through the Purchasing process or Sodexo should not be purchased with Petty Cash Funds
- Reimbursement from Petty Cash Funds for travel expenses, travel advances, entertainment, printing costs and personal services are not permitted
- Plants, flowers, coffee, gift cards, food items such as snacks and business meals, gifts or party supplies are not allowed
- Office décor should not be purchased from the Petty Cash Fund
- Payments to independent contractors cannot be made from Petty Cash Fund

A custodian will be assigned to each Petty Cash Fund and will be personally responsible for ensuring that expenditures incurred are allowable in accordance with ORU Purchasing and Accounts Payable Policies. The custodian will be held responsible for any unallowable expenditures.

The Petty Cash Funds should be in a secured and locked location only accessible to the custodian.

Reimbursement should be requested to replenish the account when the approved balance reaches 50% or purchases exceed a 60 day time frame, with Form FM 226 (Request for Reimbursement of Petty Cash Fund), scanned and attached to a requisition entered on the Banner system. Detailed original approved receipts must be provided for replenishment. Independent periodic surprise audits of the funds will be performed.

P. Prepayments and Deposits

In cases where a supplier requires that a check accompany a purchase order, the originating department will coordinate arrangements with Purchasing. The requisitioner must clearly indicate on the requisition that a check is to be sent with the Purchase Order. The Purchasing Department will communicate with the vendor to ensure that all required information is obtained in advance of a check requisition. The Purchasing Department will submit a payment request to invoices@oru.edu with the approved purchase order in the subject line. The check will be mailed by Purchasing to the vendor with the purchase order. Requisitioners should request prepayment only when absolutely necessary.

Instances where it is necessary to make an initial deposit followed by subsequent payment of a balance require that the requisitioner clearly indicate on the requisition that two separate payments are required. The Purchasing Department will communicate with the vendor and follow the same procedure as when full prepayment orders are initiated.

Q. Change Orders

The Purchasing Department will issue a change order in cases where significant variances in specification, quantity, or cost to an existing purchase order require written clarification. In cases involving increased funding, any change in cost that represents an increase of ten percent (minimum \$250 purchase order) requires that a written request for change be mailed or emailed to the Purchasing Office by the requestor with appropriate approvals.

Regardless of the percentage, change orders are required in any instance where the total of the increase is \$1,250 or more. Approvals for change orders must go through the same approval process as the original request.

Correspondence with suppliers relating to present orders for the purpose of changing specifications, quantities, delivery requirements, or cancellations shall be directed to Purchasing personnel who then will communicate with the supplier. Purchasing will keep departments apprised of the status of each of their orders and changes.

R. Outside Grants

Outside grants often contain specific requirement for approval of purchases. Those requirements must be followed; there will be no exceptions without written approval from the granting agency. Where outside grant purchasing requirements are more lenient than ORU's requirements, ORU's requirements must be followed. All invoices covering grant money must be approved by the Sponsored Programs Department.

S. Conflict of Interest

Employees or immediate relatives of employees are not eligible to be suppliers of goods or services to ORU. Immediate family is defined in this policy as mother, step-mother, father, step-father, father-in-law, mother-in-law, spouse, son, daughter, step-son, step-daughter, brother, sister, sister-in-law, brother-in-law, grandparent, grandchild, including spouse's grandparent or grandchild.

T. Receiving and Returning Goods and Materials

All original packing slips received in the requesting department need to be sent to the Purchasing Department as soon as possible after verifying quantities and condition of the merchandise. Also, sign and date all packing slips. A purchase order #, iPurchasing PR# or paper requisition# must be referenced on all packing slips.

When merchandise needs to be returned to the vendor, the requesting department needs to obtain a Return Authorization Number from the vendor. An ORU Material Return Form (FM 437) needs to be filled out. Contact the Receiving Department when the material is packaged, taped and ready for shipping. The package should have the ORU Material Return Form and a Delivery Request Form with shipping instructions (vendor name, return address and Return Authorization Number) with the package. Please contact Purchasing with the Purchase Order # and information on the return.

To return office supplies, please contact the Purchasing Department to request the RMA# and to obtain instructions for the return.

When a vendor is responsible for shipping charges on a return, a Call Tag will be processed by the vendor. In these situations, the department arranges the material to be picked up by the Receiving Department to have available when the Call Tag is presented in Receiving. A Call Tag is only valid for three (3) days. If the process is not completed during this time period, a new Call Tag must be initiated from the vendor.

III. Procedures

A. Vehicle Purchases

In order to accomplish the mission of Oral Roberts University, we are required to have a safe, modern and well-maintained fleet of vehicles. Additionally, University-owned vehicles, particularly those bearing the ORU logo, must present the professional image of the University.

Prior to the beginning of each fiscal year, the Director of Public Safety and Security (cost center manager for ORU Motor Pool) will obtain updated vehicle histories on the current ORU fleet. This information will be used to determine which vehicles will be considered for replacement.

The Director of Public Safety and Security, Vice President and COO, and the Vice President and CFO will meet and review the vehicle inventory. Following the review, the Vice President and CFO will make recommendations along with other capital items for approval and construction of the capital budget for the year. Capital items requiring Finance Committee's approval for purchase (such as automobiles) will be presented to them for final approval before purchase.

Standards for vehicle replacement: Focus on six criteria is used to identify vehicles to be replaced. These include:

1. Safety – Is a vehicle no longer safe to operate and repair impractical or unrealistic?
2. High vehicle mileage, maintenance history and presentation.
3. Severe collision damage/insurance totaled
4. Off-campus duties and responsibilities
5. Budget limitations
6. Employee contract guidelines

Additionally, input is requested from the Motor Pool Manager and the departments that use the specific vehicles. In some cases, multiple vehicles in one area may be subject to replacement and it becomes necessary to prioritize.

New vehicle purchases are based on low bid and history with various auto dealerships. Several local dealerships have displayed support for the University's mission and have provided excellent service and favorable pricing.

Pre-owned vehicles come from a variety of dealerships throughout the region. These purchases are based on the specific type of vehicle required, condition, and pricing.

Pricing Resources include Kelly Blue Book and/or Consumer Reports Automobile Ratings and Pricing Guides.

B. Construction and Renovation

These procedures provide direction to all those involved in new construction and renovation projects from original requestor to final acceptance of a completed project.

1. Approval Levels

Projects with dollar amounts less than \$2,000 will be approved by the cost center manager where the expense will be recorded and approved by the cost center manager's supervisor and will require the specified approvals stated previously in the policy contingent upon the dollar amount of the purchase. The request is made through the Banner Finance system as described in Section "C", above.

Any project of \$125,000 or more must be approved by the Finance Committee for final approval.

2. Project Requests Documentation

A written proposal is prepared by the requestor which described the proposed new construction or renovation project, identifies the physical space and provides a program description of the proposed usage of the space. This proposal should identify the proposed funding means for the project (if known by the requestor), the time frame for completion of the project and any impact on current occupants of the space, as well as those in surrounding areas.

A clear statement of justification for the project must be included with the initial request. This proposal should be submitted to the Executive Vice President and COO.

3. Initial Design and Budget

The Building and Grounds Department will work with the requestor to develop a preliminary design, and Buildings and Grounds will prepare a budget estimate for the proposed project.

4. Approval to Proceed to Detail Planning

The preliminary design and budget then is submitted to the Executive Vice President and CFO for review. If the project cost is \$125,000 or greater, the Executive Vice President and CFO will consult with the Board of Trustees Finance Committee and determine whether to stop or proceed with incurring professional costs for detailed planning and budgeting.

5. Detailed Construction Planning and Budgeting

a. Architectural, engineering and other services should be employed in conjunction with Facilities staff as a design team to develop detailed construction plans.

- Facilities staff to coordinate communications between requestor and the design team.

- Team should review compliance with all applicable building code or other requirements.
 - Team should identify which Building Permits are applicable to this project.
- b. Project should be designed in accordance with established ORU Architectural Standards and Guidelines, as approved by the President and Finance Committee.
 - c. Cost estimates should be developed based on the detailed construction plans developed at this stage.

6. Final Approval to Proceed with Construction

Final design and project budget should be submitted to the Executive Vice President and CFO for review and approval, and submission to the Board of Trustees if the project is \$125,000 or over.

7. Bidding Procedure

Operations staff will conduct the bidding process. For projects of \$5,000 up to \$25,000, written bids are to be obtained from a minimum of three (3) qualified bidders. For projects over \$25,000, a Request for Proposal is required to be sent to a minimum of five (5) qualified contractors.

8. Materials Procurement

An Approved Vendor list should be maintained by the Operations Department, identifying vendors with whom ORU has established accounts and relationships. Bids for materials should be secured from at least three sources, and purchase should be made from the low bidder. If the low bid is not selected, refer to Section II., B., Page 3. Materials should meet or exceed the requirements of the project design and/or ORU Construction Standards and Guidelines.

9. Scheduling Procedure

Construction of projects will be scheduled depending upon available funds, minimal impact on academic, administrative and student life activities, and efficient use of on-campus labor resources.

C. Information Technology

Being good stewards of the resources provided is an important part of maintaining fiscal responsibility and continuing campus technology advancements. It is for this reason that the following procedures exist.

Technology Goods and Services Defined:

Technology goods and services include, but are not limited to, the following:

- Software, of any kind
- Software upgrades or maintenance
- Hosted solutions (A hosted solution is a technology product, typically software, that does not reside on the ORU network, but is used to support the business activities of the subscribers. Examples: WebEx, third party e-mail and calendar services, and typically any vendor that requests IP addresses or access to our network.)
- Off-site digital storage providers
- Data analysis or conversion services
- Document imaging services
- Data list purchases
- Database subscriptions
- Computers
- Monitors
- Computer memory or hard drives
- Printers
- Copiers
- Fax machines
- Scanners
- Bar code readers and scanners
- Smart boards
- Televisions
- Blue Ray, DVD, or VCR players
- Network equipment, hubs, switches, etc.
- Phones
- Mice, keyboards, and tablets (wired or wireless)
- Webcams
- Camcorders
- Cameras
- Projectors
- Digital recorders
- External digital storage
- PDA's
- iPads
- Any equipment that transmits a wireless network signal (excludes cell phones with wireless capabilities)
- Power supplies or UPS devices to be used with technology equipment
- Any equipment that will attach to ORU-owned computers or servers and requires software installation to enable use of that equipment
- Technology related support and/or maintenance services or contracts
- Supplies necessary to repair or maintain technology equipment

This policy applies to all faculty and staff.

Steps for Acquisition of Technology Goods or Services

1. Contact the Information Technology Department as soon as a need is determined and, if applicable, before a vendor(s) is engaged.
2. If vendor involvement is necessary, work with the Information Technology Department to determine the best way to engage vendor(s). I.T. must remain involved in the vendor discussions at the level in which the designated I.T. staff member deems appropriate. In many cases the I.T. Department will facilitate the quotation or statement of work process to insure the best possible solution and/or pricing is achieved.
3. Any technology equipment with a useful life of more than one year and a cost of \$2,000 or more will be recorded as a capitalized item and depreciated in the University General Ledger. (See Policy on Capital Equipment, Item J)
4. Present any technology related contract or documentation requiring an ORU signature, to the CIO for review and approval. The CIO, or designee, will facilitate the contract or document review and signature of the Executive Vice President and CFO. This must be completed prior to making any verbal or written commitments to vendor.
5. For acquisitions not requiring a financial expenditure, the requestor must receive written approval from the I.T. Department prior to initiating the acquisition. At that time the I.T. Department will communicate what level of support will be provided for the requested item, if applicable. In many cases, this will be communicated earlier in the process.
6. For acquisitions requiring a financial expenditure, the requestor must have the associated requisition originate in the I.T. Department. At that time the I.T. Department will communicate what level of support will be provided for the requested item, if applicable. In many cases, this will be communicated earlier in the process. Note: Technology acquisitions using grant funds, will involve the appropriate Grant Officer.
7. For acquisitions associated with recurring fees, it is the responsibility of the requestor to insure that the I.T. Department is aware of those fees. In most cases this is included in the quote process, and I.T. will be aware.
8. For acquisitions obtained prior to the establishment of this policy, which have associated recurring fees, it is the responsibility of the “owner” to notify the I.T. Department of those fees and their frequency. Doing so will allow the I.T. Department to recommend more effective or cost saving alternatives, should they exist.
9. Items requiring installation or configuration must have I.T. Department involvement at the level determined by the designated I.T. staff member. If this task was not identified at the time of acquisition, it is the responsibility of the requestor to notify the I.T. Department prior to installation or configuration.
10. Acquisitions classified as trackable assets will be catalogued and/or receive asset tags prior to delivery to the requestor. Warranty information will also be associated with that asset, where applicable.
11. Requestor must notify the I.T. Department if any acquisition is deemed defective or does not satisfy the features and/or services defined in the associated requisition. (i.e. Quote, License Agreement, or Statement of Work).

12. When a University “owned” technology good or service, as identified under Section III.C, is no longer functioning properly or is determined unneeded, the individual using that good or service must contact the I.T. Department. The I.T. Department will then communicate the appropriate steps for repair, replacement, retirement, or disposal. Note: Due to asset accounting procedures and environmental regulations, it is particularly important that I.T. be notified in this instance.

RECORD RETENTION AND DESTRUCTION POLICY

Amended September 19, 2013

A. Policy Statement

Oral Roberts University (also referred to as ORU or University) requires that different types of records be retained for specific periods of time and has designated official repositories for maintenance of these records. The University is committed to effective record retention to preserve its history, meet legal standards, optimize the use of space, minimize the cost of record retention, and ensure that outdated and useless records are destroyed.

ORU requires consistent treatment of records. Maintenance, retention, and disposal procedures for University records as set forth in this policy must be followed systematically by staff in designated Official Repositories.

B. Record Retention Schedule

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of ORU and the retention and disposal of electronic records. The Vice President of Finance (“Administrator”) is the officer in charge of the administration of this policy and the implementation of processes and procedures to ensure that the Record Retention Schedule is followed. The Administrator is also authorized to: make modifications to the Record Retention Schedule from time to time to ensure that it is in compliance with local, state and federal laws and includes the appropriate document and record categories for the University; monitor local, state and federal laws affecting record retention; annually review the record retention and disposal program; and monitor compliance with this Policy.

C. Definitions

Record - A record, writing, e-mail or other data or information storage mode with current administrative use for the unit that generated it. Records remain active for varying numbers of years, depending on the purpose for which they were created.

Archival Record - A record that is inactive, not required to be retained in the office in which it originated or was received, and has permanent or historic value. Archival records are retained and preserved indefinitely in the University Archives.

Official Repository - The unit designated as having responsibility for retention and timely destruction of particular types of official university records.

University Record - The original copy of any record. Repositories for these records are identified in Appendix A.

D. Suspension of Record Disposal

In the event of a subpoena or request for records; commencement of governmental

investigation or audit, notice of any litigation; or any other justifiable contingency, further disposal of records shall be suspended until the Administrator, with the advice of counsel, determines otherwise. Record retention periods may be increased by government regulation, judicial or administrative consent order, private or governmental contract, pending litigation or audit requirements. Such modifications supersede the requirements listed in this policy. Suspension or modification of record destruction required for any of these reasons will be accomplished by a notice sent out to affected units by the Administrator.

E. Applicability

This policy applies to all physical records generated in the course of ORU's operation and to the electronic records described below.

F. Responsibilities

Departments and units that maintain university records are Official Repositories. These administrative units are responsible for establishing appropriate record retention management practices in compliance with this policy. Each Department Manager must:
Implement record management practices in accordance with this policy;

Preserve inactive records of historic value and transfer those records to the University Archives;

Ensure that access to confidential files is restricted; and

Destroy inactive records that have no archival value upon passage of the applicable retention period. When the prescribed retention period has passed, a determination of whether to preserve or dispose of the records must be made. To decide if the record is of historic value to the University, consult the Record Retention Coordinator who has the authority to designate which records are archival.

G. Disposal of Records

Records that are to be disposed of in accordance with the policy shall be handled in one of the following ways:

1. Recycle non-confidential paper records
2. Shred or otherwise render unreadable confidential records
3. Erase or destroy electronically stored data

Note: No record list can be exhaustive. Questions regarding the retention period for any specific record or class of records not included in these tables should be addressed to the Administrator.

Caution: Departments and units that are not official repositories and that retain duplicate or multiple copies of these university records should dispose of them when they are no longer useful.

Appendix A – Record Retention Schedule

Academic Records

Type of Record	Official Repository	Retention Period
Academic integrity code violations (findings of violation & related files)	Appropriate College	Permanent
Accreditation Records	Office of the President	Permanent
Applications for Admission or Re-admission, Entrance Exam Reports, Letters of Recommendation, high school transcripts, and related correspondence	Office of Registrar	The later of five (5) years from graduation date, date of last attendance or date of application
Catalogs, schedule of classes, brochures	Office of Registrar	Permanent
Change Forms (Courses, Grades, Identification, etc.)	Office of the Registrar	Permanent
Class List	Office of the Registrar	Permanent
Consent to Release Personally Identifying Information (request for non-disclosure)	Office of the Registrar	Permanent
Degree, grade, enrollment, and applicant statistical data and reports	Office of Registrar	Permanent
Disciplinary Records	Deans' Office	Permanent when action is probation, suspension, or expulsion; for all others seven (7) years from the date of the action
Enrollment Records	Office of Registrar	Three (3) years from graduation date for enrollees and three (3) years from applicant date for non-enrollees
Financial Aid Records	Office of Financial Aid	Five (5) years from graduation or last date of attendance; three (3) years from application date for non-enrollees
Grade Sheets and Reports	Office of Registrar	Permanent
Graduation Lists	Office of Registrar	Permanent
Student Class Schedules	Office of Registrar	One (1) year from graduation date or date of last attendance
Transcripts	Office of Registrar	Permanent with transcript requests retain for one (1) year from date of submission
Transfer Credit Evaluations	Office of Registrar	Five (5) years from graduation or date of last attendance
Withdrawal Authorizations and Leaves of Absence	Office of Registrar	Two (2) years

Accounting and Finance

Type of Record	Official Repository	Retention Period
Accounts Payable & Accounts Receivable ledgers and schedules, Account Reconciliations	Office of Finance and Accounting	Seven (7) years
Annual Audit Reports and Financial Statements	Office of Finance and Accounting	Permanent
Audit Reports and Records, including documents that relate to the audit	Office of Internal Audit	Seven (7) years after completion of audit
Bank Statements, Reconciliations and Canceled Checks	Office of Finance and Accounting	Seven (7) years
Credit card records	Office of Finance and Accounting	Seven (7) years.
Employee Expense Reports	Office of Finance and Accounting	Seven (7) years
General Ledgers	Office of Finance and Accounting	Permanent
Gift Records	Office of Finance and Accounting	Seven (7) years for hard copy records, Permanent for electronic records
Notes Receivable ledgers and schedules	Office of Finance and Accounting	Seven (7) years
Investment Records	Office of Finance and Accounting	Seven (7) years after disposition of investment
Accounting Reports, Transaction Statements, and Account Analysis Statements	Office of Finance and Accounting	Seven (7) years
Billing Records	Office of Finance and Accounting	Seven (7) years
Capitol Equipment Records	Office of Finance and Accounting	Seven (7) years
Cash Receipts	Office of Finance and Accounting	Seven (7) years
Inventories	Office of Finance and Accounting	Life of Asset

Alumni Affairs and Development

Type of Record	Official Repository	Retention Period
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Type of Record	Official Repository	Retention Period
Alumni Records	Alumni Relations or Office of Development	Permanent
Original gift letter agreements	Office of Development	Permanent
Planned gifts (trusts, life income, agreements, annuities), real estate gifts	Office of Development	Permanent
Catalogues, brochures, and other documents regarding solicitation of gifts and donations	Office of Development	Seven (7) years for hard copy records, Permanent for electronic records

Bursar

Type of Record	Official Repository	Retention Period
Student loan records	University Bursar	Three (3) years after the loan has been repaid in full
Tuition and fee charges	University Bursar	Seven (7) years from date of graduation or last enrollment
Scholarships records	University Bursar	Seven (7) years from date of graduation or last enrollment
Compliance Records regarding financial aid, student loans, and scholarships, including nondiscriminatory award information	University Bursar	Seven (7) years for hard copy records, Permanent for electronic records

Construction

Type of Record	Official Repository	Retention Period
As-built drawings	Operations and Plant Office	Permanent
Contracts and agreements	Operations and Plant Office	Six (6) years

Contracts

Type of Record	Official Repository	Retention Period
Contracts and related correspondence (including proposal and all other supportive recordation)	Contracting Office/Department	Seven (7) years after expiration or termination

Corporate Records

Type of Record	Official Repository	Retention Period
Corporate Records (minute books, signed minutes of the Board and all committees, corporate seals, articles of incorporation, bylaws, annual corporate reports)	Corporate Secretary	Permanent
Licenses and Permits	Corporate Secretary	Permanent

Electronic Records

Electronic Mail: Not all e-mail needs to be retained. Length of retention depends on the subject matter.

Staff shall retain all business related e-mails by saving/transferring those items to archived folders no later than every six (6) months. If e-mail chains are to be retained, only the last communication in chain should be saved/transferred to the archive file. Business e-mails that should be retained include those that involve completed and ongoing transactions and matters within the scope of the employee's job responsibility. Questions as to e-mails to be retained should be directed to the employee's supervisor. Files attached to e-mails should be separately retained in accordance with document retention provisions of the category of this policy applicable to the document.

E-mails that are not saved/transferred to archived folders such as personal e-mails, spam and duplicative e-mails should be deleted no later than every six (6) months. The IT Department will retain deleted e-mails for a period of 12 months.

Employees shall not store or transfer ORU related e-mail on non-work-related computers except as necessary or appropriate for legitimate business purposes as authorized by the applicable Vice-President.

Electronic Records (including Microsoft Office Suite and PDF files): The length of retention depends on the subject matter of the record and these electronic records shall be retained in accordance with the periods applicable to the subject matter of the record.

Web Page Files: Internet Cookies

All workstations: The User's Internet Browser should be scheduled to delete Internet cookies once per month.

In certain cases a record will be maintained in both paper and electronic form. In such cases the official record will be the electronic record.

Environmental Health and Safety

Type of Record	Official Repository	Retention Period
Evacuation drill records	Office of Risk Management	Three (3) years
Fire protection system records	Office of Risk Management	Three (3) years
Hazardous waste disposal reports	Office of Risk Management	Three (3) years
Incident records	Office of Risk Management	Five (5) Years

Insurance and Risk Management

Type of Record	Official Repository	Retention Period
Certificates of insurance, indemnification agreements, hold-harmless agreements, contracts	Office of Risk Management	Six (6) years after expiration
Insurance policies (liability, property, and other policies)	Office of Risk Management	Permanent
Incident Reports, Accident Reports	Office of Risk Management	Four (4) years after report date
General Liability, D&O and Umbrella Insurance Claim files	Office of Risk Management	Permanent
All other claim files	Office of Risk Management	Six (6) years from the date of the claim
OSHA Reporting files	Office of Risk Management	Six (6) years after later of date of injury or conclusion of any claim
Student travel waivers	Office of Risk Management	Six (6) years from the beginning of the year to which the record relates
Background checks for Graduate Theology & School of Nursing	Office of Risk Management	Six (6) years from the beginning of the year to which the record relates
Motor Vehicle Record (MVR) check	Office of Risk Management	Until new report is obtained or one (1) year after termination of employment
Notary files	Office of Risk Management	Six (6) years from the beginning of the year to which the record relates
Behavioral Intervention Team Records	Office of Risk Management	Permanent
Student travel waivers	Office of Risk Management	Six (6) years from the beginning of the year to which the record relates

K. Intellectual Property

Type of Record	Official Repository	Retention Period
Copyright applications, files and awards	Office of Risk Management	Permanent
Trademark and trade name applications, files and awards	Office of Risk Management	Permanent

L. Legal

Type of Record	Official Repository	Retention Period
Consent orders	University Counsel	Permanent
Court orders	University Counsel	Permanent
Judgments	University Counsel	Permanent
Releases	University Counsel	Permanent
Settlements	University Counsel	Permanent

M. Medical

Type of Record	Official Repository	Retention Period
Individual student, faculty and staff, and dependent's medical health records. File may include x-ray reports, doctor's orders or copies of prescriptions, office visit reports, and all other medical records.	Health Center	Five (5) years after the date the patient was last seen or date of last medical contact If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all retention requirements.
Records documenting the dispensing of drugs by Medical Clinic/Dispensary, receipt and control of drugs and any audit conducted	Health Center	Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies.

N. Patents and Trademarks

Record Type	Official Repository	Retention Period
Original executed invention disclosure forms	University Archive	Permanent
Original executed Unites States Patent and Trademark Office (USPTO)	Corporate Secretary	Permanent
Original letters, patents	University Archive	Permanent

O. Payroll Records

Type of Record	Official Repository	Retention Period
Employee Deduction Authorizations	Payroll Office	Four (4) years after termination
Payroll Deductions	Payroll Office	Termination plus seven (7) years
W-2 and W-4 Forms	Payroll Office	Termination plus seven (7) years

Type of Record	Official Repository	Retention Period
Garnishments, Assignments, Attachments	Payroll Office	Termination plus seven (7) years
Payroll Registers (gross and net)	Payroll Office	Termination plus seven (7) years
Time Cards/Sheets	Payroll Office	Termination plus seven (7) years
Unclaimed Wage Records	Payroll Office	Six (6) years
Record of Payment	Payroll Office	Termination plus seven (7) years
Whistleblower Records	Audit Department	Seven (7) years

P. Pension and Welfare Benefits

Type of Record	Official Repository	Retention Period
COBRA documents and records	Benefits Department	Permanent
403b plan documents (employer)	Benefits Department	Permanent
403b inactive participant records	Benefits Department	Eight (8) years from the beginning of the plan year to which the record relates
403b participant records	Benefits Department	Until termination and then move to inactive files.
Welfare benefits plan documents (including handouts, administrative issues and letters)	Benefits Department	Permanent
Welfare benefits insurance contracts	Benefits Department	Eight (8) years from the beginning of the plan year to which the record relates
Welfare Benefit billings	Benefits Department	24 months from billing date
Inactive employee benefit files	Benefits Department	Eight (8) years from the beginning of the plan year in which a participant terminated employment
Active employee files	Benefits Department	Until termination and then move to inactive files.
Disability Claim files	Benefits Department	Eight (8) years from the beginning of the plan year in which a participant terminated employment
Other entity - Inactive participant files	Benefits Department	Eight (8) years from the beginning of the plan year in which a participant terminated employment
Pension plan and all attached	Benefits Department	Permanent

amendments		
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Q. Personnel Records

Type of Record	Official Repository	Retention Period
Commissions/Bonuses/ Incentives/Awards	Human Resources	Seven (7) years
Federal reporting requests, IPEDS, Employer Information Reports and other information regarding composition of student body, faculty, and staff	Institutional Research	Two (2) years after superseded or filing (whichever is longer)
Employee Earnings Records	Human Resources	Termination plus seven (7) years
Employee Handbooks	Human Resources	1 copy kept permanently
Employee Personnel Records (including individual attendance records, application forms, job or status change records, performance evaluations, termination papers, withholding information, test results, training and qualification records)	Human Resources	Termination plus seven (7) years
Employment Contracts	Human Resources	Seven (7) years after separation
Employment Records - Correspondence with Employment Agencies and Advertisements for Job Openings	Human Resources	Three (3) years from date of hiring decision
Employment Records - All Non-Hired Applicants (including all applications and resumes - whether solicited or unsolicited, results of post-offer, pre-employment physicals, results of background investigations, if any, related correspondence)	Human Resources	Four (4) years
Job Descriptions	Human Resources	Three (3) years after superseded
Personnel Count Records	Human Resources	Three (3) years
Forms I-9	Generating Office (Human Resources, Student Employment, Payroll or Mabee Center)	Three (3) years after hiring or one (1) year after separation if later
Welfare and Benefit Plan Records	Benefits Office	Permanent

Type of Record	Official Repository	Retention Period
Occupational Health, Injury, Illness	Office of Risk Management	Seven (7) years after termination
Individual attendance records, withholding information and garnishments	Payroll Department	Termination plus seven (7) years

R. Public Safety

Type of Record	Official Repository	Retention Period
Accident reports	University Security Department	Five (5) years after report date
Crime reports	University Security Department	Five (5) years after report date
Property damage reports	University Security Department	Five (5) years after report date

S. Purchasing

Type of Record	Official Repository	Retention Period
Purchase orders, contracts, agreements	Purchasing Department	Seven (7) years

T. Real Property

Type of Record	Official Repository	Retention Period
Documents for leases, licenses, construction contracts and other contracts of a temporary nature, valued at less than \$50,000	Operations and Plant	Seven (7) years after expiration of lease or contract term
Property deeds, easements, licenses, rights of way, leases, rights of first refusal, remainder interests, mortgages	Operations and Plant	Permanent
Property tax returns filed with taxing jurisdiction	Office of Finance and Accounting	Seven (7) years
Title insurance policies	Office of Risk Management	10 years after disposal of property

U. Sponsored Programs

Type of Record	Official Repository	Retention Period
Financial records, supporting documents, statistical records, and all other records pertinent to an award	Office of Sponsored Programs	Three (3) years from the date of submission of the final expenditure report or, for awards that are renewed quarterly or annually, from the date of the submission of the quarterly or annual financial report, or such longer date as may be required by the Code of Federal Regulations.
Records for real property and equipment acquired with Federal funds	Office of Sponsored Programs	Three (3) years after final disposition

V. Tax Records

Type of Record	Official Repository	Retention Period
Tax-Exemption Records and Related Correspondence	Corporate Secretary	Permanent
IRS Rulings	University Counsel	Permanent
Excise Tax Records	Office of Finance and Accounting	Seven (7) years
Payroll Tax Records	Office of Finance and Accounting	Seven (7) years
Tax Bills, Receipts, Statements	Office of Finance and Accounting	Seven (7) years
Tax Returns - Income, Franchise, Property	Office of Finance and Accounting	Permanent
Tax Workpaper Packages - Originals	Office of Finance and Accounting	Seven (7) years
Sales/Use Tax Records	Office of Finance and Accounting	Seven (7) years
Annual Information Returns - Federal and State	Office of Finance and Accounting	Permanent
IRS or other Government Audit Records	Office of Internal Audit	Permanent

Reserve Fund Policy

Adopted April 20, 2017

A. Purpose:

The purpose of the Reserve Fund (“RF”) is to establish a source of immediately available funds from which ORU can further support its mission, programs, initiatives, and ongoing operations. The RF is an internal source of funds that can be applied to financial shortfalls for: a.) sudden or unexpected increases in operating expenses; b.) unusual or unanticipated unbudgeted expenses; c.) shortfalls or reductions in funding or revenue; d.) uninsured losses; e.) investment in growth initiatives and opportunities; f.) scholarships; and/or g.) legal or regulatory changes. The RF is designed to provide a financial cushion for ORU including through reduction of the need to utilize available lines of credit and/or enter into any other debt instruments. The RF is not intended to replace a permanent loss of funds or eliminate a reoccurring budgetary shortfall. This policy will be implemented in concert with the other governance and financial policies of ORU and is intended to support ORU’s strategic, operational and adaptive plans.

B. Funding and Maintenance:

In the initial year of creation, a minimum of \$1,000,000.00 will be contributed to the RF. Additional funding may occur in the initial as well as in subsequent years. Funding amounts for the RF will be determined by ORU Administration. Funding for the RF can come from a variety of sources including surplus unrestricted operating cash; excess investment assets over and above liabilities as determined by actuarial reserve calculations; gifts; bequests; and grants. The RF will be available in cash or cash equivalent funds and can be maintained in a segregated bank account; in an investment fund (in accordance with investment policies); and/or commingled with the general cash accounts of ORU.

C. Use:

The ORU President has the authority for unlimited withdrawals from the RF to cover shortfalls in ORU’s annual operating budget. In addition, the ORU President has the authority to withdraw and use up to \$500,000.00 in total from the RF for non-budgeted items between meetings of the Board of Trustees. Any other usage of the RF will be subject to prior Finance Committee and/or Board of Trustee approval. Before directing the withdrawal and use of funds from the RF, the President shall document the need to withdraw funds from the RF and confirm the use is consistent with the requirements of this policy.

D. Reporting and Accounting:

Any withdrawal of funds from the RF will be reported by ORU Administration to the Finance Committee no later than at the next scheduled regular meeting of the ORU Board of Trustees, accompanied by a description of the rationale for use of the RF and any plans to restore the RF balance. The RF shall be included in the regular financial reports of ORU.

ORU Internal Crisis and Emergency Guidelines for Social Media 4.3 As of 2018

This guide is for the internal staff of ORU managing the primary social media accounts for the university.

What constitutes a crisis? A crisis is an event, condition, or situation that has the potential to cause harm or injury to individuals and/or damage to property, and/or significantly disrupt the operation of the institution, threaten the institution's financial standing, or its ability to fulfill the institution's mission beyond the immediacy of an emergency.

Examples:

Death on Campus
Crime on Campus

Termination of an Employee
Negative Press/Story

What constitutes an emergency? An emergency is an *immediate* event, condition, or situation that has the potential to cause harm or injury to individuals and/or damage to property, and/or significantly disrupt the operation of the institution.

Examples:

Gas Leak
Health Crisis
Active Shooter

Fire
Flooding
Severe Weather/Storm

For examples of the difference:

A tornado is an emergency. If a tornado hits campus, it remains an emergency for the next short period of time, and likely a crisis for many days.

A gas leak and subsequent evacuation of a building is an emergency. If there are an explosion and injuries, then it becomes a crisis.

Gathering the Facts

Gather all of the information needed to ensure you have a clear picture of the crisis or emergency before posting anything to social media. This might include any or some of the following:

- Speaking to the Department of Public Safety and Security if it relates to an incident on campus.

- Speaking to the Police Department if a crime was committed.
- Speaking to students, staff, or other witnesses involved if an event occurred.
- Speaking to Maintenance or Building Services if the event is related to buildings or areas on campus - i.e. flooding in a dorm, etc.
- Securing information on any inclement weather (tornado) and disseminating the information as quickly as possible if students need to take shelter.
- Speaking to ORU Legal Counsel.
- Speaking to the ORU President.

Create the Statement

Once the necessary information has been gathered, create the statement and messaging about the crisis or emergency. In the likely event of issues that might commonly arise, like a tornado, flooding, fire, and so forth - develop statements for these ahead of time and disseminate them to the key people running the ORU accounts in advance so they have something to post immediately.

For crisis events that are non-emergent, after you have gathered all information and created a statement and messaging, these should be distributed to all staff and faculty. This gives them something to say if they are asked - even if the statement is, “Any questions regarding this incident are being directed to...”

For the social media managers posting to the social accounts, have them post what is needed in a short, clear, informational way and link to longer statements on the ORU website if needed.

When to Post and What to Post

- In an emergency (fire, tornado, gas leak, active shooter, etc...) post immediately via all platforms and ways of communicating with students. Immediacy is key to minimize injury and/or complaints.
- On crisis events, **WAIT**, until higher-ups are consulted, and the statement is created to be released.
- When you are instructed to post, stick to the facts, not opinion and communicating the necessary information applicable to your audience.
- Frequent updates throughout the duration of the crisis, even if there is nothing new to report. Keep messages brief and pertinent. Users are not reading; they are scanning.
- **Do not** retweet or share information from unofficial or unverified sources (i.e. anyone other than the accounts specified).
- Be vigilant about watching your social media platforms for responses and

watching platforms for comments from others on their own feeds. Respond as needed. Do not get into debates, remain factual and helpful. This will allow you to address misinformation being spread and establish ORU as a credible source.

- Be transparent!
- Continue the communication throughout the event and follow up.

Chain of Communication

If you have a question about a crisis or emergency and what to post or have a post you need to have vetted regarding an emergency or crisis on campus, below is the contact list. The list is in the order of which you should reach out - with Stephanie Hill, the ORU Director of University Relations and Communications, being the primary.

Office of PR & Communications

Stephanie Hill **Office** 918-495-7337 **Mobile** 918-720-5548
Email sthill@oru.edu

Travis Burchart **Office** 918-495-6156 **Mobile** 918-406-1717
Email tburchart@oru.edu

Adam Palmer **Office** 918-495-6372

Laura Bishop **Office** 918-495-6150

ORU Crisis and Emergency Guidelines for Social Media 5.3

This guide is for all staff or students running a social media account related to ORU. In the event of a crisis or emergency on campus or involving a student or faculty, please **DO NOT POST** about it on social media platforms without first reviewing the below process and guidelines.

What constitutes a crisis? A crisis is an event, condition, or situation that has the potential to cause harm or injury to individuals and/or damage to property, and/or significantly disrupt the operation of the institution, threaten the institution's financial standing, or its ability to fulfill the institution's mission beyond the immediacy of an emergency.

Examples:

Death on Campus	Crime on Campus
Termination of an Employee	Negative Press/Story

What constitutes an emergency? An emergency is an *immediate* event, condition, or situation that has the potential to cause harm or injury to individuals and/or damage to property, and/or significantly disrupt the operation of the institution.

Examples:

Gas Leak	Fire
Health Crisis	Flooding
Active Shooter	Severe Weather/Storm

For examples of the difference:

A tornado is an emergency. If a tornado hits campus, it remains an emergency for the next short period of time, and likely a crisis for many days.

A gas leak and subsequent evacuation of a building is an emergency. If there are an explosion and injuries, then it becomes a crisis.

When to Post and What to Post and the Process

- First rule: **DO NOT POST** to your social media accounts about the crisis/emergency unless instructed to do so by ORU leadership.
- When you are instructed to post, stick to the facts, not opinion, communicating the necessary information applicable to your audience.
- You **CAN share** on your social media accounts the official post or communication from the main ORU social media accounts:
 - <https://www.facebook.com/OralRobertsUniversity/>
 - <https://twitter.com/oralrobertsu>
 - <https://www.instagram.com/oralrobertsu/>
- **Do not** retweet or share information from unofficial or unverified sources (i.e. anyone other than the accounts specified).
- If the crisis pertains directly to your department or one of your students, before posting or commenting, you **DO NEED** to vet your post through the Office of PR & Communications.

Chain of Communication

If you have a question about a crisis or emergency and what to post, or have a post you need to have vetted regarding an emergency or crisis on campus, below is the contact list. The list is in the order in which you should reach out - with Stephanie Hill, the ORU Director of University Relations and

Communications being the primary.

Office of PR & Communications

Stephanie Hill	Office 918-495-7337 Mobile 918-720-5548 Email sthill@oru.edu
Travis Burchart	Office 918-495-6156 Mobile 918-406-1717 Email tburchart@oru.edu
Adam Palmer	Office 918-495-6372
Laura Bishop	Office 918-495-6150

ORU Social Media Account Setup Guidelines 2.2

ORU's Social Media Guidelines are intended to provide support and guidance to all ORU departments and organizations in the management of their social media channels representing ORU digitally.

Before You Begin

You may be itching to start social media accounts for your department or organization, but before doing so, please consider the following questions as you make your decisions.

Will social media help my department or organization meet our goals?

Determine what your goals are:

- What do you want to achieve?
- Inform/Share Information
- Gain Feedback
- Engage with your audience
- Inspire/Encourage
- Create Buzz

Who is your audience and/or what social media platform can you most easily reach them?

This is where determining which platform(s) to use is most important. Is your audience on Twitter? Facebook? Instagram? LinkedIn? Which channel would be most effective?

Do you have the resources to manage and run an account effectively?

What you share on social media directly reflects on the University, your department or organization, and influences how you will be perceived. It is important to consider the resources required to maintain an account.

Resources to Consider

People

- Do you have a dedicated person or team of people to run your account?

Time

- Once an account is created, time is needed to maintain it, keep it current, and post regularly.

Content Generation/Creation/Curation

- Do you have someone who can produce quality photos and graphics for your account?
- Do you need someone to help you write/create posts?

First Steps & Need to Know

1. **You are representing the University** when you create and post to a social media channel representing a University department or group/organization. Please keep this in mind.
2. **Research the name/handle** you are considering for your platform(s). If you intend to post on multiple platforms, search to see if the same Username is available on each.
3. **Log-In Information** (email/password/etc,) must be provided and onrecord with ORU at all times. For this reason, do not use a personal email address to set up the account. It will be provided to you at set up of the account, and if it changes at any time you will need to provide the updated information to the Office of PR & Communications.
4. **Be sure your account is using approved ORU logo/s** for the department or organization if one is already created and available. The primary University logo is only to be used for the primary University accounts, not for department or organization logos.
5. **If you want to start any social media account:** Whether it be a Facebook page, Facebook group, Twitter, Instagram, Snapchat, Pinterest, LinkedIn, YouTube, etc..., you will need to make a request through the Office of PR & Communications: Travis Burchart tburchart@oru.edu or Stephanie Hill sthill@oru.edu

6. Avatar/Profile Images - Facebook, Twitter, Instagram, and YouTube, are all utilizing circular images. You will need to be sure that the image you upload will take this into account and will not cut off your logo. The one caveat is on Facebook - the main profile image is a square, in the feed, it will show as a circle.

Facebook

Page Name

The page name should reflect your group or department and will be reviewed by the Office of PR & Communications before it is set up.

Avatar/Profile Image

If there is a set ORU logo for your department or organization, please use this logo; however, you will need to ensure it is used in a way to render fully in both a square and circular space for this image/avatar. It will show as a square on the page, in the feed, it will show as a circle.

If there is not a set ORU logo, choose a simple and relevant image that represents your department or organization. You should also do your best to try and establish a single consistent profile picture across all of your social media channels if you are doing more than one.

Header Image

Choose a photo which represents your department or organization best, or one which is highlighting something you are focusing on for a period.

About & Story Sections

Be as specific and descriptive as possible.

Website/Links

Link to your official website or page on the ORU website, if you have one. If you have other social media accounts, you can cross promote these by adding them to the available spaces.

Twitter

Username

This is the name that is preceded by the @ symbol. There is 15-character limit for usernames. You should always add “ORU” before your department or organization and do your best to establish a consistent naming convention across all of your social media channels. Use abbreviations that make sense if your name is too long.

Avoid the use of dashes, underscores or special characters.

Avatar/Profile Image

If there is a set ORU logo for your department or organization, please use this logo; however, you will need to ensure it is used in a way to render fully in the circular space available for this image/avatar on Twitter.

If there is not a set ORU logo, choose a simple and relevant image that represents your department or organization. You should also do your best to try and establish a single consistent profile picture across all of your social media channels if you are doing more than one.

Header Image

Choose a photo which represents your department or organization best, or one which is highlighting something you are focusing on for a period.

Name

Be specific and descriptive as possible and add “ORU” before your department or organization where applicable. Examples: ORU Athletics, ORU Health System, ORU Recreation.

Bio

Be as specific and descriptive as possible within the 160-character limit.

Website

Link to your official website or page on the ORU website, if you have one.

Instagram

Username

This is the name that is preceded by the @ symbol. There is 30-character limit for usernames. You should always add “oru” before your department or organization and do your best to establish a consistent naming convention across all of your social media channels - if this is applicable. Use abbreviations that make sense if your name is too long. Avoid the use of dashes, underscores or special characters. Capital letters are not allowed on Instagram.

Avatar/Profile Image

If there is a set ORU logo for your department or organization, please use this logo; however, you will need to ensure it is used in a way to render fully in the circular space available for this image/avatar on Instagram.

If there is not a set ORU logo, choose a simple and relevant image that represents your department or organization. You should also do your best to try and establish a single consistent profile picture across all of your social media channels if you are doing more than one.

Name

Be specific and descriptive as possible and add “ORU” before your department or organization where applicable. Examples: ORU Athletics, ORU Health System, ORU Recreation.

Bio

Be as specific and descriptive as possible within 160-character limit.

Website

Link to your official website or page on the ORU website, if you have one.

YouTube

YouTube accounts are connected to a Google account; one will be created for your channel upon request of channel creation. Once your channel has been set up by the Office of PR & Communications you will need to add the following to your channel:

- About
- Links to Other Social Media
- Channel Art

YouTube resources for set-up: <https://support.google.com/youtube/answer/2972003?hl=en-GB>

Once Your Platform Has Been Set Up

You will receive your login information for your social media account(s) once they have been set up. Once you add the remainder of your information and avatars/header images, please notify the Office of PR & Communications for final approval before launching. We will notify you once you are cleared to go!

Thank you for keeping the University's best interests at heart.

General ORU Brand Guidelines

<http://www.oru.edu/faculty-and-staff/staff/marketing/guidelines.php>

Avatar / Profile Picture Representation

IMPROPER



PROPER



ORU Best Practices & Guidelines for Social Media 1.3

This guide is for any university staff, students, or volunteers running social media accounts connected to the University.

Basics

- Be sure you review the other documents pertaining to ORU social media accounts:
 - *ORU Social Media Account Setup Guidelines*
 - *ORU Crisis & Emergency Guidelines for Social Media*
- Know the purpose of your account and its goals.
- Know who your audience is. At times your audience may be quite varied which should be taken into account when creating your post.

Your Voice/Our Voice

It is essential to keep in mind that the account you are running, being connected to the University, represents the University.

We do realize some of your accounts for students or departments may be private or closed to a specific group. It is still important to remember that what you post could be copied or captured via screenshot and shared. The words, images, and responses you use reflect on the University as a whole.

If the account you run is open to the public, it is even more critical to be aware of your words, tone, photos, and responses to others.

ORU Expectations of Conduct on Social Media

Do keep in mind that since the accounts you are running representing ORU, we are all part of this shared online community founded in trust and equality. Therefore, we reserve the right to remove any comments or content that violate the following guidelines:

- Respect to the dignity of others and to the civil discussion of opposing ideas is required.
- Profanity and comments condoning or promoting violence are strictly prohibited.
- Derogatory posts or comments of any kind toward individual students, faculty, or groups are prohibited.
- Any posts or comments perceived as bullying or intimidating are prohibited.
- Posts, comments or forum topics containing sexually explicit language, material, or links to sexually explicit material are prohibited.
- Posts or Comments containing others copyrighted material without the appropriate credit are prohibited.
- Posts, comments or forum topics referring to actions that are academically dishonest or unethical are prohibited.
- Posts, comments or forum posts that make libelous statements or aggressively attack faculty or administrators, in general or by name, are prohibited.
- Posts or comments containing unauthorized commercial content, advertisements, or solicitations of any kind are prohibited.
- The intentional posting of inaccurate comments or content is prohibited.
- The job of the page administrator is to guide all discussions in order to achieve the quality of discourse expected by the university. All users posting comments or content must adhere to the directives of the administrator.
- Posting phone numbers, email addresses, home or work addresses, or similar personal information about yourself or others is highly discouraged.

ORU Recommendations & Considerations for Posts on Social Media

- When representing ORU on social media, remember you are targeting multiple groups: alumni, current students, future students, parents, grandparents, etc.
- Remember that whenever adding hashtags or emojis, ask yourself if they add value to the post and would they be understood by the audience and seen as appropriate.
- When posting, remember that the caption/status is as equally important as the picture/video.
- When people scroll through our social media, they should see a process of the school year, highlighting the main events, as well as advertising improvements throughout the year.
- A variety of the student body should be targeted when taking pictures or sharing information about different groups of students – don't always go for the faces that you have seen marketed somewhere else on campus
- Don't be afraid to use social media as a way of connecting with students – present questions, ask for feedback, etc.
- Make sure the posts are visually appealing when using photography.
- Make sure your post copy/verbiage is appropriate, grammatically correct, and at collegiate-level standards.
- Promote things happening on campus that show growth in the university, positive improvements, and connection to the desires of the students.
- Students want to feel a sense of “unified diversity” when seeing ORU’s social media, meaning that there is good, unified aesthetics but a diversity of content and people on the social media platforms.
- Keep up-to-date with what’s happening on campus, more than just what is being posted about.

General Guidelines

Be Transparent

Be honest about who you are and fully disclose any affiliation you have with ORU. It is never acceptable to deceive people. State your relationship with ORU from the outset. Do not say anything that is dishonest or misleading. Remember what you are publishing will be around for a long time, so consider the content carefully and be cautious about disclosing personal information.

Be Professional

Be respectful of all individuals, races, religions, and cultures. How you conduct yourself in the online social media space not only reflects on you but also on ORU. The nature of social media often gravitates toward a more

relaxed tone, but do keep your communications professional.

Handling Inappropriate Posts

For any post that involves the promotion of violence, or is believed to be discriminatory, harassing, defamatory or obscene, do the following:

1. Do not respond to the post.
2. Notify your immediate supervisor/department head/professor.
3. Print or capture screenshot and save a copy of the post for your records. Include the date when it was originally posted and who posted it.
4. Consult with the Office of PR & Communications as to the appropriateness of the removal of the post and taking further action.

Handling Crisis or Conflict

Refer to our official ORU Crisis & Emergency Guidelines for Social Media document.

Copyright Laws

It is important to show your respect for all laws governing copyright and fair use of copyrighted material owned by others, including ORU's copyrights and brands. A good general practice is to link to other's work and not copy it. Using images you take, or official ORU photos, helps eliminate these concerns. Do not take images from Google. If you are looking for some good images that are free to use in the stock photo realm, consider www.unsplash.com. This site has photos of high aesthetic quality and no requirement to source or credit them.

Quality Matters

The ability to publish your thoughts quickly is a great asset of social media, but it is also a great pitfall. Take time to reflect on your post and make certain you can answer any questions about your post before publishing. Sometimes it is also a good idea to get a second opinion before posting, and don't forget to use a spell-checker. Quality also pertains to the photos or images used in your posts - if you're shooting your own photography, look for scenes/images that will reflect well on ORU and the people who might be included in your photo.

If in Doubt, Do Not Post

Members of the ORU community are personally responsible for their words and actions. You are an online spokesperson; make sure that posts are completely accurate and not misleading, and they do not reveal non-public

information about ORU. If there are any doubts, do not post. It is acceptable to talk about work and have a dialogue with your community, but it is not acceptable to disclose anything that contains confidential, proprietary, personal or private information about ORU or its employees, students, affiliates, vendors, or suppliers.

Be Supportive

We encourage you to support each other's social efforts and collaborate whenever possible to show unity among all ORU schools, divisions, departments, and programs as well as share content when it is appropriate across your social media channel.

Brand Guidelines

On matters of voice, tone and appropriate use of graphics and logos, please refer to the marketing guidelines on the ORU website:

<http://www.oru.edu/faculty-and-staff/staff/marketing/guidelines.php>

Platform-Specific Best Practices & Features

Social media changes almost daily - a feature that was there before could go away just as quickly as a new one can pop up. Each platform typically has their own recommendations and best practices - these will be the most up to date when it comes to features and usage.

Here are a few to review and get you started:

Facebook

https://www.facebook.com/page_guidelines.php
<https://www.facebook.com/business/news/page-promotions-terms> <https://www.facebook.com/policies>

Instagram

<https://help.instagram.com/454502981253053/>

Twitter

<https://business.twitter.com/en/basics/what-to-tweet.html>

Snapchat

<https://support.snapchat.com/en-US/a/guidelines>
If you'd prefer to get emails with new features and tips for social media, we

recommend subscribing to the following websites:

<https://www.socialmediaexaminer.com/>
<https://www.socialmediatoday.com/>

Chain of Communication

If you have questions or concerns about posts, social media accounts or desires to start new accounts or delete old ones, please reach out to the Office of PR & Communications.

Office of PR & Communications

Stephanie Hill	Office 918-495-7337 Mobile 918-720-5548 Email sthill@oru.edu
Travis Burchart	Office 918-495-6156 Mobile 918-406-1717 Email tburchart@oru.edu
Adam Palmer	Office 918-495-6372
Laura Bishop	Office 918-495-6150

Sponsored Program Salary Cost Recovery Incentive Policy

September 22, 2010

Extra Pay Eligibility

In the event that a faculty/staff/dean/administrator at ORU constructs a grant proposal that is funded, there is a possibility that the “Principal Investigator” (PI) on the grant will be eligible to receive “extra pay” as a reward for their efforts.

In order to qualify for this extra pay, the following must be true:

- The funded grant must contain the payment of indirect costs to the University
- OR
- The funded grant must contain actual salary recovery funds for at least a one year period

Payment

Each extra pay payment will be paid in 26 increments per year in order to avoid overpayment in the event that the employment of the Principal Investigator terminates during the grant period. No extra pay will be distributed to an individual not currently employed by the University. Each extra payment will be distributed with the regular employee paychecks, but will be paid from a separate account (52401) under the PI’s departmental cost center. In addition, the distribution of extra pay will begin three months into the grant period in order to gain a more accurate salary recovery and/or indirect cost amount. In the event that the actual salary amount or indirect cost amount is determined to be different than the initial expected amount, extra pay funds may be withheld in order to maintain the accuracy of the payment.

In no circumstance will federal funds be used to pay extra compensation or stipends. The extra pay amount will be provided through the indirect cost payment to the University **OR** through the amount received through salary recovery – whichever gleans the highest payment to the Principal Investigator.

In the event that a PI has more than one grant approved, extra pay can be combined. The maximum amount of extra pay allowed for any one year is 50% of annual base pay salary. In the event that a PI is nearing the 50% mark, he or she will discuss the inclusion of the “release time option” for the next grant period.

Amount Determination

Provided the qualifications are met, the Principal Investigator on the approved grant will be eligible to receive extra pay. The amount of the extra payment will be the higher of the indirect cost calculation or the percentage allocation for salary recovery. Stipend amounts will be based on annual base pay salary and will not include any extra compensation (overload pay, extra duty pay, etc.). In the event that there are 2 PIs on an approved grant, any extra pay payment provided by indirect costs will be divided in half. In the event that there are 2 PIs on an approved grant

where salary recovery funds will be used to pay extra compensation, the PIs will be paid based on their own individual salary amounts.

For Payment of an Incentive from Indirect Costs Received:

- The PI will receive 10% of the indirect costs charged to the grant. This payment is subject to the maximum allowable indirect cost rate specific to each grant award. This payment also bears a maximum amount equal to two months regular base pay salary.

For Payment of an Incentive from Salary Recovery Funds, there are two available options:

OPTION 1: The PI will be eligible to receive the following extra payment, based on the overall actual annual salary recovery:

Salary Recovery Amount	Maximum Total Stipend
\$50,000-100,000	1 month salary
\$100,001-200,000	1.5 month salary
\$200,001 +	2 months salary

OPTION 2: In lieu of extra pay, the PI may elect to receive release time. The availability of this option is contingent upon time and effort requirements, and subject to specific grant and/or federal audit and compliance standards. The following table outlines the number of release time hours based on the overall actual annual salary recovery:

Salary Recovery Amount	Total Annual Release Time
\$50,000-100,000	3 class hours/year
\$100,001-200,000	6 class hours/year
\$200,001 +	* 9-12 class hours/year

*To be determined by Dean and Academic Vice President

EXAMPLES:

Dr. Smith, the Principal Investigator, receives an NSF grant that provides \$24,000 in indirect costs to the University, as well as salary recovery in the amount of \$34,000 in the first year.

What are Dr. Smith's options for his extra pay incentive?

1. He can take extra pay from the indirect cost amount: $(10\% \times \$24,000) = \$2,400$
OR
2. Is he eligible for extra pay from the salary recovery? No – the salary recovery must be greater than \$50,000

Dr. Smith will receive \$2,400 as incentive extra pay for his work on the NSF project. Dr. Smith's payment will be divided into 26 payments and paid at the time he receives his normal paycheck. His first extra pay payment will begin the third month following the beginning of the grant period.

Dr. Jones is Principal Investigator on an NIH grant. The NIH grant will provide the University \$178,000 in salary recovery funds as well as provide indirect costs totaling \$89,687. What are Dr. Jones' options for her extra pay incentive?

1. She can take extra pay from the indirect cost amount: $(10\% \times 89,687) = \$8,968$

OR

2. She can take 1.5 months of her salary as extra pay as indicated in the salary recovery stipend chart (Since Dr. Jones earns \$60,000 per year based on a 9 month contract, her monthly salary is \$6,667): $1.5 \times \$6,667 = \$10,000.50$

Dr. Jones will receive \$10,000.50 as incentive extra pay for his work on the NIH project. Dr. Jones' payment will be divided into 26 payments and paid at the time she receives her normal paycheck. Her first extra pay payment will begin the third month following the beginning of the grant period.

Salary Recovery Fund Distribution

Each year at the end of the grant period, the Office of Sponsored Programs will make a determination as to the actual salary recovery amount received by the University. This determination will be made within 90 days from the last day of the grant period. Once this determination is made, proposals will then be considered as to the salary recovery fund distribution. Proposals of this nature should be submitted to the Provost, Vice President of Academic Affairs, and Vice President and Chief Financial Officer.

Travel and Business Expense Reimbursement Policy

Approved November 10, 2016

I. Background

II. Policies

A. Travel Authorization

B. Types of Travel

1. Incidental Travel
2. Same Day Travel
3. Overnight Travel
4. Group Travel

C. Transportation Expenses

1. Air Transportation
2. Mileage Reimbursement
3. Rental Vehicles
4. University Provided Vehicles
5. Ground Transportation

D. Lodging, Meals, Registration Fees and Miscellaneous Expenses

1. Lodging
2. Per Diem
3. Business Meals
4. Registration Fees
5. Travel on Sponsored Projects

E. Travel Advances

F. Reimbursements

1. Personal Convenience Expenses
2. Club Memberships
3. Cancellations
4. Extended Stay for Personal Reasons
5. Miscellaneous

G. Documentation

H. Policy Exceptions

I. Background

Travel is essential to Oral Roberts University (hereinafter referred to as “ORU” or “University”) to further its mission and purpose. The University has established cost effective practices that are consistent with regulatory requirements and fair to both the traveler and the University.

Individuals approved for traveling on University business will be reimbursed for necessary and reasonable business related expenses. ORU’s policies are designed to comply with applicable Internal Revenue Service (IRS) rules. These rules allow payments to employees for travel related reimbursements to be excluded from income when certain conditions are met.

II. Policy

IRS rules require travel expenses to be documented in a timely manner. If travel expenses paid/reimbursed by ORU are not properly documented or are not documented within a reasonable timeframe, the University may be required to report these expenses as taxable income to the travelers.

Each department is responsible for making sure that expenditures for travel are reasonable and appropriate and that a reasonable method of transportation is chosen.

Travel reimbursement must comply with this policy and/or third party requirements (i.e. foundations who provide grant funding), whichever is more restrictive. Contact the Grant Accounting Manager or Restricted Accounting Manager responsible for managing requirements of external funding sources for additional details if applicable.

The traveler is responsible for understanding this policy before planning and commencing travel for the University. All travelers requiring overnight stay are required to submit an approved (by traveler’s supervisor) Travel Authorization (TA) before travel occurs, and submit a Travel Reimbursement (TR) within ten (10) business days of the conclusion of the trip. Failure to complete the TR in a timely manner may result in a delay or denial of reimbursement. One day prior to and one day after the event may be approved as reimbursable travel days. All other days are considered personal days.

The following approved travel agents are available as a convenience, however they are not required to be utilized when booking travel related arrangements (e.g. airline tickets, rental cars, hotels, etc...)

World Travel
Journey House
Spears Travel
SkyPass Travel

A. Travel Authorization

Approval for all estimated costs of overnight travel must be received via Travel Authorization (TA) through the Travel and Expense Management System prior to travel. TA's are not required for same day travel. All Travel Reimbursements (TR) with support documentation attached, must be submitted upon return and approved before reimbursement is made.

Prior approval for reimbursable travel expenses must be obtained from the traveler's supervisor. Family members traveling with employees for University related business for whom reimbursement is sought must be approved in writing by the President and CFO prior to making any travel related commitments. Any family travel paid/reimbursed by the University is required to be reported as a taxable benefit.

While travel within Tulsa or other same day travel does not require preapproval, it is subject to the same reimbursement and documentation requirements.

B. Types of Travel

1. Incidental travel is short-distance travel such as running business errands.
2. Same day travel is travel within the same day and does not require an overnight stay.
3. Overnight travel consists of travel that requires lodging for overnight stay.
4. Group travel is defined as three (3) or more University employees or students traveling together for athletic events, academic or missions' projects, conferences, etc. Cancellation insurance is required for all foreign Group travel. Examples of group travel include the following:
 - a. Athletic team travel by ORU coaches, coordinators and student athletes for University purposes
 - b. Administrators and/or faculty traveling together (with or without students) for conferences, education, etc.
 - c. Student field trips taken by enrolled undergraduate and graduate students to attend activities or events that are organized, supported, or sponsored by the University or when students participate as official representatives of the University.

C. Transportation Expenses

A traveler on University business should select a mode of transportation that is safe, cost-effective, and efficient. Travel arrangements should be made as early as possible to take advantage of lower rates and should be preapproved on a TA.

1. Air Transportation

Travel by air or other common carrier must be at the lowest available coach or economy fare consistent with scheduling needs, including the need to conserve time by selecting direct flights when available and appropriate. The University will pay for or reimburse the added cost associated with First Class or Business Class fares subject to the following conditions/approvals:

- a. First Class or Business Class Travel that is warranted by the traveler's medical condition, recommended in writing by the traveler's physician and approved by the traveler's Vice President.
- b. Business Class Travel for ORU business is authorized: i) for the President and the President's spouse on all flights and ii) certain other employees as authorized by the President for international flights outside the contiguous United States and Canada (must attach President's signed approval to the Travel Authorization request).

All individual airfare in excess of \$1,000 per trip requires written approval from the President and CFO. Airfare paid solely from donations to restricted funds for foreign missions trips and academic trips are excluded from this requirement.

2. Mileage Reimbursement

The University will reimburse mileage for personal vehicles (excluding motorcycles) as the primary mode of transportation providing that the cost does not exceed the combined cost of the least expensive airfare or rental car available. The University will reimburse mileage at rates approved by the Internal Revenue Service. Documentation for mileage reimbursement is a MapQuest screen print with a beginning point of 7777 S Lewis Ave, Tulsa, OK 74171 and the destination address.

Each individual trip must be in excess of 5 miles to be considered for reimbursement. Multiple trips cannot be combined to meet this minimum requirement.

Travel by personal vehicle is authorized only if the owner maintains a current liability insurance policy providing coverage for third-party property damage and bodily injury at the Oklahoma statutory insurance requirement. Such policy must reference the vehicle(s) which will be used and insure the person operating the vehicle.

3. Rental Vehicles

When renting a vehicle, the rental charge and actual fuel expenses are reimbursable in lieu of mileage. Fuel charges from the rental car agency will be reimbursed at 50% of the fuel related charges. Itemized receipts from the car rental agency must be submitted with the Travel Reimbursement. Only reasonable costs for auto rental will be reimbursed; no other insurances or additional coverage offered by the car rental agencies will be reimbursed, as coverage is provided by the University insurance policy. The University will supply travelers, through the

Risk Management Department, with certification of insurance coverage for submission to the rental agency, if required. In the case of rentals for group travel, all authorized drivers must be listed on the rental contract.

All vehicle rentals in excess of \$90 per day (excluding taxes and fees) require written approval from the President and CFO.

4. University Provided Vehicles

Those employees to whom a vehicle has been provided by either the University or a sponsorship to the University should report all business-related travel in these vehicles on a Travel Reimbursement. All fuel for these vehicles should be purchased by the employee and will not be directly reimbursed. Business related mileage will be reimbursed to the employee at the Internal Revenue Service fuel-only rate and should be reported on a TR. A valid driver's license is required.

5. Ground Transportation

The University will reimburse ground transportation and related expenses, including shuttles, taxi, bus, subway, tram, train, and parking. Receipts are required for reimbursement.

D. Lodging, Meals, Registration Fees, and Travel on Sponsored Projects

1. Lodging

Lodging expenses will be reimbursed for overnight travel when preauthorized. The University will pay for reasonable lodging expenses.

The estimated cost of the lodging should be reported on the TA. Lodging expenses will be paid by the employee and reimbursed upon completion of travel. Payments made to friends or family members for lodging are not an allowable expense. Itemized receipts with a zero balance are required for reimbursement.

Lodging costs at a Conference host hotel in excess of \$275 per day (excluding taxes and fees) require written approval from the President and CFO.

Lodging costs at hotels outside of the United States in excess of \$275 per day (excluding taxes and fees) require written approval from the President and CFO.

All other lodging costs in excess of \$225 per day for domestic travel (excluding taxes and fees) require written approval from the President and CFO.

2. Meals/Per Diem Option

Per Diem is defined as a maximum daily meal allowance for which receipts are not required. The IRS requires overnight travel for per diem reimbursement. The chart below provides a breakdown of ORU's maximum daily per diem rates by meal. In order to comply with IRS regulations, full per diem will be paid to the employee for every full day of travel. Partial/pro-rated per diem will be paid for partial travel days.

The University will reimburse the amount requested on the TR for actual expenses supported by receipts up to a maximum of the per diem values authorized in the table below.

	<u>Domestic</u>	<u>International</u>
Breakfast	\$8.00	\$12.00
Lunch	\$12.00	\$18.00
Dinner	\$20.00	\$30.00
Total	\$40.00	\$60.00

3. Business Meals

Business meals are defined as expenses incurred with others while on University business. Itemized receipts reflecting all attendees and the business reason for the meal should be listed on the Travel Reimbursement (receipts with appropriate tips are required). Reimbursable tips are limited to 15%. The portion of the business meal that is attributable to the spouse or family member is considered taxable and will be included on the employee's W-2. Reimbursement of alcoholic beverages is not permitted.

Reimbursement of business meals requires reduction of applicable per diem (see table above) for that meal.

4. Registration Fees

Registration fees at authorized meetings and/or conferences will be paid or reimbursed by ORU. Itemized receipts are required.

Registration fees placed on a University credit card must be itemized on the Travel Reimbursement and will not be reimbursed directly to the traveler. The credit card receipts must be kept and a copy must be sent to creditcards@oru.edu.

Additional fees over and above the base conference fees for outings and other social events at a conference or meeting are considered personal in nature and therefore are not reimbursable.

5. Travel on Sponsored Projects

Sponsored projects funded by sources external to ORU may have additional restrictions and require approval by the Sponsored Programs Department. Contact Sponsored Programs for guidelines and restrictions for travel on sponsored projects.

E. Travel Advances

Travel advances are permissible for student related expenses for authorized University travel. Travel advances for student travel may be requested by the University employee/sponsor by completing the required TA and Travel Advance (TV). The TA and TV must be submitted and approved on Workflow at least (14) days prior to departure for travel. Students receiving per diem advances will be required to sign for the receipt of the funds. If student per diem expenses are less than the travel advance, the remainder of the funds advanced for travel must be returned and deposited within ten (10) business days upon returning from the trip. All supporting documentation including signatures of the students should be completed and attached to the Travel Reimbursement (TR) for the sponsor to whom the advances were issued.

F. Reimbursements

1. Personal Convenience Expenses

Expenses not directly related to, or necessary for, the business travel requirements may not be charged to University credit cards and will not be reimbursed by the University. Some examples of personal convenience expense items include haircuts and personal grooming, spa services, laundry and dry cleaning, cell phone chargers, immunizations, passports and visas when not required as a specific and necessary condition of the travel assignment, personal entertainment expenses including but not limited to in-flight movies, headsets, GPS, health club facilities, personal entertainment (including but not limited to in-room pay-per-view movies, movies at theaters, sporting events, satellite radio, etc.), social activities, etc.

2. Club Memberships

The University will not pay for, or reimburse, airline and fitness club memberships.

3. Cancellations

Costs incurred by a traveler's failure to cancel travel or hotel reservations in a timely fashion are the responsibility of the traveler and will not be reimbursed by the University.

4. Extended Stay for Personal Reasons

In cases where vacation time is added to a business trip, incremental personal expenses including airfare, car rental, and/or lodging must be clearly identified. The University will not prepay any personal expenses with the intention of being repaid at a later time, nor will any personal expenses be reimbursed. Any additional/incremental cost of the extended trip is not reimbursable.

5. Entertainment When Traveling with Students

Reasonable entertainment expenses are allowed if the expenses comply with the requirements of this policy and are approved by the ORU employee responsible for the budget and/or the trip (i.e. faculty member, coach, or missions director).

6. Miscellaneous

- a. An explanation is required on the Travel Reimbursement regarding why an unusual item was a reasonable and necessary business expense.
- b. In aggregate, the University will reimburse up to \$10.00 per day of travel for tips for services excluding Business Meals. Tips above this amount will require additional documentation.

G. Documentation

Within ten (10) business days of return from travel, the employee must submit a Travel Reimbursement, completed in full with all receipts and other documentation attached. This will be submitted to the Supervisor for approval on Workflow if the TR amount is greater than the authorized amount. Employees are required to complete the TR in chronological order. Receipts for meals covered by per diem are not necessary. Business meal receipts are required. The TR should be completed in sufficient detail, and each line item should include dates, cities, times, etc., of travel and be supported by receipts. An amount for each receipt should be recorded on the TR. The TR is to have receipts for both university-paid credit card charges and reimbursable charges attached in the same order as the items listed on the TR.

Monthly credit card statements are not considered receipts. Charge tickets with detailed receipts are required for reimbursement. Note the number and names of persons, dates, type of expenses and business purposes if this information is not already identified on the receipt.

After review and approval by the Supervisor on Workflow, the TR is forwarded on to the Travel department or Restricted Accounting department.

H. Policy Exceptions

Any exception(s) to this policy are required to be approved in writing by the President and CFO.