

Duty to Fiscal Prudence & Stewardship Code

As members of the University of California, Santa Cruz and the Division of Student Affairs and Success, our duty is to serve current and future students enrolled in our University. Our responsibility is to support the mission of putting students first and serving their interests, not our own. To this end, the topic of financial stewardship and prudence is essential to our operations. Following University procedure is not a guarantee that funds are used for the ultimate benefit of our students, it is a measure of accountability.

Financial Stewardship is defined as care, conservancy or prudence, planning, attention, upkeep, and management of our financial resources and choices. At every level and in every instance, for the purpose of supporting our duty to serve our students. Prudence is the specific skill of exercising discernment or focused judgment while making decisions. This is best achieved through cautiousness, operating with margin and ample time to plan.

Best Practices for Stewardship & Prudence

- Care: consider how students will observe the use of and benefit from funds;
 - Planning: decide the use of budgeted monies in advance;
 - Transparency: allow the use of funds to be reviewed and critiqued;
 - Honesty: ensure that all funds being spent serve a clear purpose;
 - Accountability: diligently review the actual use of funds;
 - Responsibility: create a culture of stewardship and prudence around you.
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In a number of University policies, you may find the language “for the *convenience* of the University” (or something similar) when referring to benefits and amenities being provided to University staff members. It is important to note that this “*convenience*” is actually a requirement for the University to maintain its function in serving the student body. If something is not provided, it would cause a staff member to be unable to serve the student body. The only *convenience* we partake in is the *convenience* which explicitly & directly benefits the students we have been commissioned & hired to serve.

Simply: we do not spend money for the purpose of our *convenience*.

On the following page, you can find links to useful forms, resources, and policy documents that you will need to reference, use, and submit through the course of your work.

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Resources for Fiscal Stewardship & Prudency

Forms for Submission

F&E Request PowerForm	Entertainment Reporting Form	Meal Expense Tracker
Budget & Financial Management Page	Financial Affairs Page	UCSC Financial Policies Page

Reference Sheets

Requesting F&E Events	Purchasing for F&E Events	Retirements & Farewells
Delegating an EOA	Delegating an EEC	Find your EOA/EEC

Guides & Processes

Financial Affair Guides	Find Account Codes	Find a Way to Pay
Financial Affair Forms	Financial Calendars	Learn Fiscal Management

UC Campus & OP Policies

Establishment of UC System	Improper Activity Regulation	What is Delegation of Authority?
Understanding Financial Controls	Understanding Transactions	Understanding Financial Risks
UCOP Business Meeting & Events		UCSC Event with Alcohol Policy