

# **School Discretionary & Institutional Program (SDIP)**

## **Processing Instructions**

### **March 2026**

All Purdue University Staff members processing or approving SDIP fund requests should be familiar with the guidelines pertaining the purpose and the intended use.

The four **Key** statements below are indicated within the SDIP guidelines and valuable information to keep in mind when processing SDIP request.

[https://prf.org/documents/discret\\_guidlines.pdf](https://prf.org/documents/discret_guidlines.pdf)

#### **Background:**

- School Discretionary and Institutional Program (SDIP) funds are unrestricted charitable contributions made by alumni, friends, corporations, staff, and faculty.
- These contributions are donated to fund expenditures that will enhance program and departmental missions, goals, and objectives.

#### **Philosophy:**

- Good stewardship of funds includes expending funds in support of the purpose for which they were given.
- The unrestricted nature of SDIP funds does not absolve the University and foundation of their stewardship responsibilities.
- A good test for the appropriate use of gift funds is: Would you ask a donor to contribute money for this purpose?

#### **Procedures:**

- SDIP funds should be expended through the Purdue Research Foundation (PRF) for expenditures that are unallowable on university funds.
- Any expenditure which benefits the authorizer personally or which might represent a conflict of interest based on relationship to the authorizer is unallowable.
- SDIP funds will be transferred to the University when expenditures are allowable on university funds.
- These transfers will be recognized as gift income to the University.

#### **Processing SDIP Request**

- When requesting SDIP funding, departments should describe the business reason for the expenditure, in addition to providing proper backup documentation, including original receipts.
- If original receipts are not available, an explanation must be attached to the request.
- Requests for reimbursements must be within 12 months of the event.

# School Discretionary & Institutional Program (SDIP) Processing Instructions April 2024

## **SDIP Associated Forms located on our website:**

<https://prf.org/financial-services/>

## **Discretionary Fund Request (DFR)**

<https://prf.org/financial-services/Discretionary-Fund-Request-6.30.22-1.pdf>

## **DFR Purpose**

- Requesting SDIP funding to be used:  
for the purpose of transferring SDIP funds from PRF to a Purdue University account, to pay a vendor for SDIP related expenses, or to reimburse an individual for SDIP expenditures made with a personal credit card.
- To request an internal Transfer of Funds from one SDIP account to another.

Prior to submitting a DFR form and documentation ensure the purpose is allowable.

### **SDIP Common Allowable Expenditures**

- Athletic Tickets and seating purchases used for Donors or Alumni relations.
- Alcohol purchases for Purdue University approved events and, or Business Meeting.
- Decorations for Purdue University approved events or departments functions.
- Event Rentals: tables, chairs, linens, or audio equipment...etc.
- Funeral flowers and sympathy cards for exclusively:  
Purdue University students, staff, and donors.  
(funeral flowers or memorials gifts for family members is **not** allowable)
- Fund-raising expenses that are not appropriate per the University policy.
- Gift or Awards purchases for Purdue University approved events.
- Give-a-way for promoting purposes – generally for tailgates.
- Mailing supplies and postage for promotional use.
- Printing for programs, cards, promotional documentation.
- Retirement gifts – refer to policy for detailed guidelines.
- Seasonal Flowers used for common areas.
- Small appliances for departmental use, donors or alumni.

### **SDIP Unallowable Expenditures**

- Gift cards or gift certificates should Not be purchased.
- Memberships.
- Office parties, holiday parties, or decorations.
- PU hospitality funds must be used for approved events or meetings when only food is purchased.
- Travel expenses for spouses of university officials not acting as official volunteers or representatives of the University.
- Unapproved sponsored gifts or benefits to employees.





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#### **SDIP Common DFR Processing Delays**

- The Payable to Vendor or Individual does not have an established PRF-AP ID
- DFR missing Internal Order/WBSE # for PRF-PU Transfers
- SDIP Account number is missing or is incorrect.
- The authorized signer is not listed on the DSAF held at PRF.
- The Payable to address is missing.
- Documentation or receipt is not included.
- The SDIP funds are not available.

#### **Discretionary Signature Authorization Form (DSAF)**

[https://prf.org/documents/discretionary\\_signature\\_form\\_update\\_2011.pdf](https://prf.org/documents/discretionary_signature_form_update_2011.pdf)

**Each PU Department must complete a DSAF for all responsible SDIP accounts.**

The DSAF is kept on file at PRF and used to reference Authorized Signatures for each submitted DFR.

#### **Department Action Needed for Non-Authorized Signatures**

- A New **DSAF** can be completed and submitted to [prfap-discretionary@prf.org](mailto:prfap-discretionary@prf.org).  
It is most important to submit a **New DSAF** when departmental staff changes occur.
- Or obtain an **Authorized Signature** from an individual listed on the DSAF on file.
- To inquire who your departmental SDIP approvers are send an email requesting this information to: [prfap-discretionary@prf.org](mailto:prfap-discretionary@prf.org)

#### **New Vendors or Individual**

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A Vendor or Individual does not have an established PRF AP-ID.

- Prior to processing a new vendor/individual request the payee must register in PRF PaymentWorks. A valid email address is required.

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**SDIP Miscellaneous**

**PRF discretionary name change or new SDIP request Form**

<https://prf.org/financial-services/PRF-discretionary-name-change-or-new-SDIP-request-Form-.pdf>

**Purdue University Hospitality Policy (II.A.1)**

<https://www.purdue.edu/policies/business-finance/ia1.html>