


To: UAS Chancellor's Cabinet

From: Jon Lasinski, Vice Chancellor for Administration

Date: August 1, 2025

Subject: Delegated Authority for Entertainment Expenses

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There are times where departments want to use funds for entertainment-type purchases. Usually, these purchases are for food or beverages; however, they might be for other things such as gifts, office decorations, holiday cards, etc. UAS has a web page which provides detailed guidance on when and how these expenses can be legally made using public funds. I encourage you to become familiar with the site and share it as appropriate with your staff:

<http://uas.alaska.edu/businessservices/entertainment-expenses.html>

The Vice Chancellor for Administration is the System Services delegate for approval of entertainment type expenses. UAS has delegated this authority to other areas. The purpose of this memo is to update the documented delegations for entertainment-type expenses.

**Up to \$1,000 per event**

Academic Deans and Provost  
Vice Chancellor for Enrollment Management and Student Affairs  
Library Dean  
Ketchikan and Sitka Campus Directors  
Dean of Students  
Chief of Staff

**Up to \$5,000 per event**

Executive Director of Advancement

**Exceeding \$1,000**

Director of Business Services

As reminder, this delegation is for purchases that fall into the specific definitions for account codes 3008, 4008, 3018, and 4018, and not for purchases that are defined under account code 8115. For full definitions of these account codes, please refer to the UA Accounting and Administrative Manual.

Representational allowance expenditures (those that fall within the definition of account code 8115) may only be approved by the Chancellor, or by the extended campus directors for expenses on their campuses. Furthermore, these expenditures may only be booked in the specific org and fund codes assigned to each.

If you have any questions, please contact Louisa Cryan at x6497.