

**Aurora University**  
**Code of Ethics and Standards of Conduct**  
**For Financial Staff and Budget Managers**

This code is applicable to any staff member performing finance and business office functions, and to any individual designated as a budget manager. While Aurora University expects honest and ethical conduct in all aspects of our organization from all of our employees, we recognize the authority and responsibilities of these individuals regarding financial procedures and decisions.

All transactions must be supported by accurate documentation in reasonable detail and recorded in the proper account and in the proper accounting period.

Employees may not knowingly misclassify any transactions as to accounts, departments or accounting periods or in any other manner.

All records must fairly and accurately reflect in reasonable detail the University's assets, liabilities, revenues and expenses.

Employees must not knowingly make any false or intentionally misleading entries in the accounting and financial records of the University.

Employees must be knowledgeable of policies and procedures regarding the expenditure and classification of University funds.

No required information may be concealed from any University employee charged with internal audit responsibility, or from the independent auditors.

No gift, favor or hospitality may be accepted that influences or obligates the individual or the University in any way. Gifts valued at greater than \$25.00 may not be accepted from any current or potential vendor. Hospitality valued at \$25.00 or more may be accepted with prior approval by the appropriate vice president, or in the case of the vice presidents, the president.

Employees must avoid actual or apparent conflicts of interest and advise appropriate parties of any potential conflict. A conflict of interest occurs when one's private interests interfere, or appear to interfere, with the interests of the University.

Employees are not to sign any university contract or agreement unless appropriately authorized by the University.

No employee may prohibit or discourage any other employee or associate of the University from reporting, in good faith, any situation they believe raises ethical, financial or legal concerns regarding the behavior of any University employee.

I understand that any violation of this code of ethics may result in disciplinary action, up to and including termination of employment. I further understand that I will be required to annually sign an affirmative statement that I have not violated this code or know of any violations.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date