



<b>Title:</b> <b>Business Relationships &amp; Financial Transactions Policy</b>	<b>Policy Category:</b> <b>Financial</b>
<b>Issuing Authority:</b> <b>Administration &amp; Finance</b>	<b>Responsibility:</b> <b>Administration &amp; Finance</b>
<b>Publication Date:</b> <b>11/18/2022</b>	<b>Next Review Date:</b> <b>11/18/2025</b>

Printed copies are for reference only. Please refer to the electronic copy for the latest version.

### **Policy Statement/Background:**

None

### **Policy:**

#### **Business Relationships**

Business relationships between faculty and students that actually or potentially entail obligations or concessions that may compromise the academic integrity of either party or the academic program are not permissible.

Additionally, all full- and part-time University staff, as State employees, are subject to the ethics provisions of the New York State Public Officers Law that prohibits acceptance of any personal gift of more than nominal value (see link to Public Officers Law provided below). Individuals engaged in such behavior are subject to disciplinary and/or legal action.

#### **Financial Transactions**

It is the policy of the University that its faculty and staff members have no direct financial dealings with its students on any University matter. Such payments shall be made to the fiscal office specified by the Vice President for Finance or University Controller. Unless otherwise indicated, this shall be the Student Financial Services Office (formerly known as the Bursar's Office).

Additionally:

- The establishments of all fees require the University Controller's approval.
- All course materials, including text books, test cases, abstracts, or any "handouts", should be reproduced in conformity with applicable copyright policies and regulations and sold only through appropriate outlets, e.g., the campus bookstore.
- The Student Financial Services Office or other offices specified by the Vice President for Finance shall be responsible for billing of all services and materials unless otherwise approved by the University Controller.

**Definitions:**

None

**Contact:**

Additional information about this policy is available here:

**Student Financial Services Office**

Stony Brook Union, Suite 207  
Stony Brook, NY 11794  
(631) 632-2455

**Office of Administration & Finance**

221 Administration Building  
Stony Brook, NY 11794  
(631) 632-6100

**Human Resource Services**

**West Campus, Health Sciences, and School of Medicine**

390 Administration Building  
Stony Brook, NY 11794  
(631) 632-6161

**Relevant Standards, Codes, Rules, Regulations, Statutes and Policies:**

- [Policy on Relationships](#)
- [New York State Public Officers Law § 74](#)