

EXPENSE GUIDELINES

Updated March, 2017

Category	Expense Type	Source of Funds		Pre-Approval Level	P-Card Allowed	Comments
		State	Local			
Advertisements	a. Human Resource recruiting	Yes	Yes	AA/HR	Yes	Requires advance approval from Affirmative Action for Faculty or A/P, and both AA and HR for Civil Service positions
	b. Marketing	Yes	Yes	FO	Yes	
	c. Promotion of University Events	No	Yes	FO	Yes	
Alcoholic Beverages	a. Public receptions/events	No	Yes	VC	No	Requires advance approval from VCAF
	b. Instructional Purposes	Yes	Yes	FO	Yes	State using course fees only
	c. Entertaining Official Guests w/meal	No	No		No	Must use personal or Foundation funds
	d. Employee recruitment/interviews w/meal	No	No		No	Must use personal or Foundation funds
Consultant and Speaker Fees		Yes	Yes	FO	Yes	May be paid on p-card up to \$4,999. Requires purchase requisition if over \$5,000.
Contributions/Donations to other Entities		No	No		No	None - Prohibited

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Decorations/Cards (holiday, seasonal, special occasion, general)	a. Greeting Cards	No	No		No	Decorations should be used in public areas only and must be culturally sensitive Decorations should be used in public areas only and must be culturally sensitive Decorations should be used in public areas only and must be culturally sensitive
	b. General Campus	No	Yes	CHANC	Yes	
	c. Public area/department (general only)	No	Yes	VC	Yes	
	d. Public area/department (holiday, special occasions, seasonal)	No	Yes	VC	Yes	
	e. Individual office decorations	No	No		No	
Dues	a. Institutional	Yes	Yes	FO	Yes	Only if relevant to employee's position
	b. Individual:					
	-Civic	No	No		No	
	-Professional licenses	Yes	Yes	FO	Yes	
	-Professional Organizations	Yes	Yes	FO	Yes	
Flowers	a. Instructional Purposes	Yes	Yes	FO	Yes	State using course fees only
	b. Public University events	No	Yes	FO	Yes	
	c. Congratulatory/personal occasions	No	No		No	
	d. Employee retirement	No	No		No	
	e. Special occasions (baby showers, birthdays, student or employee appreciation)	No	No		No	
	f. Funeral/Illness:					
	-Employee (active and retired) and immediate family	No	No		No	
-Friends/Donors/Students	No	No		No		

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Food and Meals	a. Employee -					FOR ALL EMPLOYEE EVENTS: --- Must list those in attendance on Entertainment Expense Form --- Must use approved caterer
	-Department social activity - holiday parties, appreciation events	No	No		No	
	-Birthdays/personal occasions	No	No		No	
	-Entertaining Official Guests (Limit to 3 employees)	No	Yes	VC	Yes	
	-Employee orientations/receptions	No	No		No	
	-Retreat	No	No		No	
	-Working meals	No	No		No	
	-Employee recruitment & interviews (Limit to 3 employees)	No	Yes	VC	Yes	
	-Retirement receptions/meals	No	No		No	
	-Fundraising	No	No		No	
	-Official University functions	No	Yes	VC	Yes	
	b. Students -					State using course fees only
	-Course related - field trips	Yes	Yes	FO	Yes	
	-College wide sponsored functions/receptions	No	Yes	VC	Yes	
	-Department social activity - holiday parties, appreciation events	No	No		No	
-Residence hall programs	No	Yes	FO	Yes		
-Recruitment	Yes	Yes	VC	Yes		
-Orientations	Yes	Yes	VC	Yes		
-University wide sponsored functions/receptions	Yes	Yes	VC	Yes		

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Gifts & Prizes (cash, gift cards, vouchers)		No	Yes	PD	No	Requires advance approval from the Director of Procurement Services
Gifts & Prizes (non-cash)	a. Employee -					
	-Appreciation/Thank You	No	No		No	
	-Memorial	No	No		No	
	-Retirement	No	No		No	
	-Special Occasion	No	No		No	
	-Sporting Event Tickets	No	No		No	
	b. Students	No	Yes	PD	No	Allowed for prizes only - not for graduation gifts or other special occasions
	c. Camps/Program participants	No	Yes	PD	No	Using camp/program revenue only
	d. Friends/Donors	No	No		No	
	e. Fundraising	No	No		No	
Moving Expenses		Yes	Yes	VC	Yes	
Parking	a. Guest passes	No	Yes	FO	No	
	b. Restricted Spaces	No	Yes	FO	No	
Promotional Items & Give Aways	a. Recruitment/Promotional items to prospective students	Yes	Yes	FO	Yes	
	b. Give aways/Gifts, relevant to University business, to non-employees	No	Yes	FO	No	Use Foundation funds, if available.

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Refreshments	Departmental Use - coffee service, bottled water, refreshment supplies, etc.	No	Yes	FO	Yes	If available in a public area - not for personal use by staff. Must use the Pepsi contract.
Student Events	a. Orientations/receptions	Yes	Yes	VC	Yes	
	b. Departmental parties	No	No		No	
	c. Residence Hall programs	No	Yes	FO	Yes	
	d. Recruitment	Yes	Yes	VC	Yes	
	e. Movies, concerts, theme parks, athletic events, etc.	No	Yes	VC	No	
Subscriptions	a. Professional Journals	Yes	Yes	FO	Yes	If relevant to University business
	b. News publications	Yes	Yes	FO	Yes	
Trophies/Plaques	a. Employee Award/Incentive Programs	No	Yes	VC	Yes	Expenses must be part of a formal award/incentive program
	b. Student Awards	No	Yes	FO	Yes	
	c. Non employee award/recognition	No	Yes	FO	Yes	
Wearing Apparel	a. Employees	Yes	Yes	FO	Yes	Required uniforms only
	b. Students	Yes	Yes	FO	Yes	
	c. Friends/Donors	No	No		No	
	d. Marketing	Yes	Yes	FO	Yes	

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Notes:

1. State funds are paid from these Budget Purposes: 270xxx; 272xxx, 37xxxx
2. Local funds are paid from these Budget Purposes: 200000 - 214999
3. Spending from grant funding is contingent upon the terms of the grant agreement.
4. Minimum approval levels:

CHANC = Chancellor
 VC = Vice Chancellor for department spending funds
 Deans/Dir = Deans/Director for department spending funds
 FO - Fiscal Officer
 PD = Procurement Director
 AA = Affirmative Action
 HR = Human Resources