



Purchasing Card Updates

May 2014

Department Parties, Gifts of Appreciation & Related Purchases

The cost of staff parties, either on or off campus, and related gifts which primarily benefit an individual or celebrate a private occasion are not an authorized expenditure from departmental budgets. Examples of individual/private occasions include but are not limited to birthday parties, retirement parties (except as authorized as an official college function), administrative assistant's day celebrations, baby showers, weddings, welcoming baskets for new employees, etc. Official social functions of the College are authorized expenditures of departmental budgets. Official functions are those sanctioned by the College and have legitimate business purposes or further the College mission. Examples of official functions include faculty receptions, awards luncheons/dinners, business meetings, tributes to graduating seniors, student recognition events, annual phonathon, etc.

Employee Gifts & Celebrations

Gifts, including gift cards, given to anyone for occasions such as birthdays, weddings, Christmas, baby showers, or any similar event will not be reimbursed. The use of departmental funds for this purpose is prohibited.

Flowers for Approved Occasions

The purchase of flowers for certain approved occasions (birth, get-well, and death, etc.) must be submitted to the Human Resources Department for approval and processing on behalf of the entire College community. The use of departmental funds for this purpose is prohibited. The VP for Advancement may authorize the purchase of flowers for stewardship purposes/donor relations.

Personal Expense Reimbursement Policy

Using the PCard for personal items is not acceptable. Should the card be used in error, cardholders are required to reimburse the college within 30 days of the charge. If reimbursement is not made within 30 days, the PCard will be permanently deactivated. The cardholder will also permanently relinquish all rights to obtain a new PCard.

- Frequent personal use will lead to card deactivation.
- The PCard Reimbursement form must be completed and submitted with all PCard reimbursements.