Purchasing Card Policy Updates  
September 2014

As the end of the Academic year approaches, we want to remind you of the policies in place pertaining to the purchase of congratulatory gifts/flowers (including Graduation, retirement, tenure, etc.) and year end purchasing.

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.

Fiscal Year End Purchasing & Allocation
The fiscal year cutoff for charges to the current fiscal year is June 30. Purchasers should never wait until the final week of a fiscal year before ordering goods or services and, in fact should have all purchase activity complete by the first of June.

PCard transactions that post in ActivePay prior to June 27 will be part of the current fiscal year. PCard transactions that post in ActivePay after June 27 will be considered a 2014-2015 purchase.

- The Business Office will not reallocate PCard transactions between two fiscal years.
- Placing PCard orders prior to June 21 or paying for items via a check request is advisable to ensure items are posted to the correct fiscal year.

Contacts

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<thead>
<tr>
<th>Purchasing Office</th>
<th>Purchasing Office</th>
<th>Accounts Payable</th>
<th>PNC Bank Customer Service</th>
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<tbody>
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