

General Expenditure Questions (not all inclusive)	P.O. Requisition	P-Card	Reimbursement (minus taxes)	Foundation Payment Request	NOT ALLOWED	Notes (Taxes are not reimbursable)
Expenses of \$500 or more	X					
Memberships & Dues when applicable to duties and mission of University	*	X	*			
Any donation, political contribution or charitable contribution					N	
Tables for fund raising events (civic and community events) in which there is a clear benefit to the University (i.e., when such sponsorship would not be considered a true charitable contribution)						Requires Business Office Approval
Flowers or gifts for University employees or their immediate family; or for Donors / Supporters for any occasion				F	N	
Flowers purchased for University functions, events, or public areas	X	*	*			
Holiday Decorations for campus	X	*	*			Anything purchased must remain on campus and is property of UNA
Holiday Greeting cards for business associates, donors, or other supporters		X	*			UNA Print Shop is a good option
Holiday Parties				F	N	
University employee retirement reception	X	*	*			As approved by appropriate Dean or Executive Council member
Recognition / Appreciation gifts to employees (including student workers) by departments					N	
Recognition/ Service Plaques, Pin, etc <i>ordered by Human Resources or the Appropriate Dean or Executive Council Member</i>	*	X				
Promotional Give Away Items purchased in bulk (Items reflecting UNA logo and colors & low in value such as: cups, t-shirts, pens, etc.)	X	*				Does not require record of recipients
Tokens of appreciation to employees for assisting the University with the evaluation of a program or other activity					N	
Tokens of appreciation (low cost items) to non-employees for assisting the University with the evaluation of a program or other activity	X	*				Does not require record of recipients
Prizes awarded to students for participation, events, or otherwise	X	*				Requires pre-approval in writing from Business Officer; Awarding party must provide details of each winner to include the signature of the
Gift Cards, cash equivalent awards or prizes	Discuss with VPBFA Office					Per IRS Regulations, gift cards are taxable to the recipient and must be reported as income to the IRS. All cash and cash equivalents must be reported on a tax return.
Break Room Refrigerators, Microwave, Coffee Pot, Ice makers, etc	X	X	*			
Heaters, Fans, coffee, water, snacks, anything for personal time or consumption					N	

