On August 31, 2010, Chancellor Cavanaugh approved *PASSHE Expenditures of Public Funds Guidelines, Standards, and Limits* ("guidelines") as referenced by *PASSHE BOG Policy 2010-01-A: Expenditures of Public Funds*. These guidelines require PASSHE universities to develop certain policies/procedures related to the use of public funds. The Bloomsburg University polices/procedures and supplementary information below comply with these requirements and correspond to the section numbers contained in the PASSHE guidelines.

**Bloomsburg University Policies/Procedures and Supplementary Information**

**K. Expenditures for Food**
All requests to purchase food for allowable events, as outlined in the guidelines, must be made via the *Justification/Approval for Food Purchases* form. The purpose of this form is to ensure consistency, adequate documentation, and appropriate approvals.

**K. 8. Employee Recognition Events**
The annual “Service Recognition” event coordinated by the Human Resources department is the only employee recognition event where the purchase of food with public funds is authorized.

**K. 11. Food and Kitchen Supplies in the Office**
Water service will only be allowed in areas where potable water is unavailable or where it is provided expressly for the purpose of greeting students, parents, or outside visitors.

**L. Gifts and Awards (includes promotional items)**
All requests to purchase gifts and awards, as outlined in the guidelines, must be made via the *Justification/Approval for Gift, Award, and Promotional Purchases* form. The purpose of this form is to ensure consistency, adequate documentation, and appropriate approvals.

**L. 2. Greeting Cards**
Only the President will be authorized to use public funds to send official cards (greeting, holiday, sympathy, etc.) on behalf of the University.

**L. 2. Invitations to Official University Events**
For purposes of this policy/procedure, managers on the President’s Advisory Council may request use of public funds to send invitations to University events. Request must be made via the *Justification/Approval for Gift, Award, and Promotional Purchases* form and will require Presidential approval.
L. 3. Employee Awards
The annual “Service Recognition” event coordinated by the Human Resource department is the only employee recognition event where the purchase of awards using public funds is authorized. The maximum amount of an award may not exceed $100 and should be a University logo item or other non-cash award.

L. 5b and c. Gifts and Awards to Students and Others
Students (for outstanding service or achievement)
- Use of public funds is allowed to purchase certificates, plaques, and/or gift cards to the University Store (not to exceed $25). For certificates and plaques, the item given should specify the recipient and the type of recognition (through printing or engraving of the item) and the item may not have any significant monetary value. Requests to purchase gifts and awards must be made via the Justification/Approval for Gift, Award, and Promotional Purchases form.

Others (for outstanding service or achievement; honorariums for an unpaid speaker/performer; gift exchange with an international college or university)
- Use of public funds to purchase non-cash gifts and awards of no greater than $100 to recognize outstanding service or achievement by a volunteer, alumnus, community member, official visitor, or other friend of the University is allowed. Every attempt should be made to specify the recipient and the type of recognition (through printing or engraving). If recognition and award items are not engraved, they should include a Bloomsburg University logo and should be significant and relevant to the experience. Requests to purchase gifts and awards must be made via the Justification/Approval for Gift, Award, and Promotional Purchases form.

S. Expenditures on Behalf of Student Associations
Departments may only use public funds to augment student government associations (e.g. to provide financial support for a student government association’s field trip or other activity) if the activity is part of an official University academic or student support program. Requests to fund student government association activities must be made in accordance with the Departmental Funding of Student Organization procedures.

Approved:

Dr. David L. Soltz, President

March 29, 2011
Date
Policy 2010-01-A: Expenditures of Public Funds

A. Purpose

The Pennsylvania State System of Higher Education (PASSHE) and its universities are stewards of public funds. As such, the expenditure of public funds is to be prudent and those funds used exclusively to advance the mission of the university and PASSHE. Recognizing the unique nature of higher education institutions, fostering good relations between the public and the universities' communities is vital to the success of the State System and the furtherance of its mission. Limited promotional activities and recognition of employees and contributions made by other individuals are important to the success of the institution.

B. Policy

All university funds are public monies, and the spending of university funds must clearly and directly benefit the university in support of its mission. Expenditures of public funds may not inure to the private benefit of one or more individuals unless such expenditure is specifically authorized by law. All expenditures of university funds must be prudent and economical.

C. Responsibility for Administration

The chancellor shall establish guidelines, standards, and limits for the use of public funds to include recognition and promotional programs that foster goodwill with the general public and campus communities and acknowledge contributions of various individuals and groups, including employees, students, alumni, volunteers, donors, presenters, and certain campus visitors. Presidents are to ensure that all university funds are spent in accordance with all laws as well as the guidelines, standards, and limits established under this policy.

D. Effective Date: April 8, 2010.