

General Expenditure Questions
(not all inclusive)

Notes
(Taxes are not reimbursable)

P.O. Requisition
P-Card
Reimbursement (minus taxes)
Foundation Payment Request
NOT ALLOWED

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 or awards 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	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	X				Does not require record of recipients
Prizes awarded to students						

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