

**SUNY Potsdam and Potsdam College Foundation, Inc.
Expenditure/Reimbursement Guidelines - November 2017**

The following guidelines are intended to assist SUNY Potsdam personnel with determining if an expenditure is allowable from state and foundation funds. State funds include state purpose allocation, DIFR, IFR, and SUTRA funds. These guidelines have been established based upon guidance from the Office of the State Comptroller and SUNY System Administration. Foundation funds include charitable gifts from donors to the College, with guidelines based upon IRS rules. To satisfy state audit requirements, Purchasing and Payables staff may require written justification regarding how the item purchased or service rendered is program or mission related and/or beneficial to the College. Please address any questions regarding this document or items not addressed in this document to the Business Affairs Office (x4875) and/or the Purchasing Office (x3106). For questions regarding the use of PACES funds, College Foundation funds, or Research Foundation funds, please contact the custodian of those funds.

Foundation "special comments" in red

Category	Transaction Type / Fund (State purpose, DIFR, IFR or SUTRA)	State Allowable Yes/No	Foundation Allowable Yes/No	Special Comments
ALCOHOL	Alcoholic Beverages	No	Yes	Must be related to a meeting for direct cultivation of a donor.
AWARDS/INCENTIVES-STUDENTS	Student Awards, Certificates, Plaques, etc.	Yes	Yes	Student memento, such as certificates or plaques, must not exceed \$50 in value. Cash awards, gift cards and/or gift items, are not allowed.
AWARDS/EMPLOYEE	President's Award; Chancellor Awards; Retirement Gift	No	Yes	Approved/managed by Human Resources
CARDS	Greeting Cards	No	Yes	These include Holiday, Birthday, Sympathy, Congratulatory, etc., if card is for an alum/friend/donor of the program; not allowable for faculty/staff.
CONSULTANTS	Program-related consultation or professional	Yes	Yes	Businesses are paid via a requisition with invoice and receipts as back up. Payments to individuals, who are not state employees, are classified by HR and processed accordingly.
CONTRIBUTIONS	Cash donations, gift cards, gift certificates, and gift items	No	Yes	If specific to help meet the needs of the program; should consult with Foundation office first to confirm appropriateness.
DUES/MEMBERSHIPS	Institutional	Yes	Yes	Membership must be in the name of SUNY Potsdam and approved by Vice President.
	Individual Membership to:			
	Civic or Service Club	Yes	Yes	Approval of VP required
	Professional Organizations	Yes	Yes	Approval of VP required
FLOWERS	Professional Licenses	Yes	Yes	Approval of VP required
	Instructional Purposes	Yes	Yes	When used in course instruction, i.e. Art class.
	Congratulatory/Funeral/Illness: Employee & Immediate Family, Students	No	Yes	Flowers for the death of a college employee or immediate family member only (up to \$50).
	Administrative Professionals Day	No	No	
GIFTS & GIVEAWAYS	Friends/Donors	No	Yes	If specific to further the cultivation/engagement of a donor.
	Personal/Appreciation/Memorial/Retirement/Special Occasions	No	Yes	Retirement only - up to \$50 for flowers/token gift/reception.
	Volunteers/Employees	No	No	
	Non-employee	No	Yes	If specific to further the cultivation/engagement of a donor.
GRADUATION REGALIA	Caps, Gowns, Cords, Stoles, etc.	No	No	Not for students or employees.
	Honors Cords for SUNY Potsdam Honors Program	Yes	Yes	
PARKING PERMITS OR TRAFFIC VIOLATIONS	Parking permits, towing, traffic or parking violations	No	Yes	Off-campus parking (not violations) if vehicle is pre-approved for official business or donor engagement.
PERSONAL CONVENIENCE ITEMS	Breakroom supplies (coffee, paper plates, candy, hand sanitizer, tissue, etc.)	No	No	
	Decorations (holiday, pictures, art for office décor, flowers)	No	No	
	In Home Office Expenses	No	No	No in-home office expenses are allowable unless the in-home office is officially designated (in HR records)

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CONTINUED (Foundation "Special Comments" in red)

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PUBLIC RELATIONS	Fund Raising Activities, Alumni Activities, Dinners, Admissions Charges	No	Yes	
	Donations for name recognition, sponsorship of social event	No	Yes	
	Publicity Advertising	Yes	Yes	Must be for the advertising of SUNY Potsdam events and/or the recruitment of faculty/staff/students.
RECRUITMENT EXPENSES (FAC/STAFF)	Travel expenses (to & from interview)	Yes	Yes	Meals, lodging and airfare may be purchased on the existing "T-Card" (State Credit Card) and/or via candidate reimbursement on a Travel Voucher, in accordance with OSC Travel Manual and SUNY Potsdam guidelines.
	Meals and food supplies at interview/meeting	Yes	Yes	When using PACES or utilizing a "P-Card" (Purchase Card) to an off-campus vendor.
	Moving expenses	Yes	Yes	In accordance with SUNY Policy #8200 and employment contract letter.
	House hunting expenses	No	No	
REFRESHMENTS FOR DEPARTMENT USE	Includes food, bottled water, coffee, soda, water coolers, etc.	No	No	
SOFTWARE AND COMPUTER HARDWARE	Software	Yes	Yes	Must be approved by CTS, if not on state contract. All software must be in SUNY Potsdam's name and registered.
	Printers	Yes	Yes	Must be approved and quoted by CTS.
	Computers	Yes	Yes	Must be approved and quoted by CTS and purchased via a purchase order.
	All other electronic devices	Yes	Yes	All electronic devices (iPads, Net/Note books, etc.) must be quoted via CTS. All devices must be registered in SUNY Potsdam's name and registered and purchased via a purchase order.
STUDENT-RELATED ACTIVITIES & ENTERTAINMENT	Freshmen and Transfer Orientation	Yes	Yes	
	Travel	Yes	Yes	Must be related to course, program or job duties and have receipts, in accordance with OSC Travel Manual and SUNY Potsdam guidelines.
	Food supplies for department orientations, formal receptions with program, and department graduation	Yes	Yes	An announcement of the event must accompany the requisition when seeking payment.
	Monetary donations or gifts/gift cards to Student Associations	No	No	
	Campus entertainment	Yes	Yes	With prior review and approval of the terms and conditions.
TRAVEL	When in Travel Status	Yes	Yes	In accordance with OSC Travel Manual and SUNY Potsdam guidelines.
	Gratuity	Yes	Yes	If gratuity is customary, the amount paid should be an amount that is generally acceptable, but not to exceed 20 percent.
UNIVERSITY, COLLEGE, SCHOOL OR DEPARTMENT ACTIVITIES	Attendance at community sponsored programs, seminars, workshops, conferences, and continuing education	Yes	Yes	If related to job duties and with advance approval, documentation required.
	Faculty/Staff Retreats, Planning and Administrative Training Meetings, Faculty/Staff Orientation	Yes	Yes	Activities organized to specifically enhance employee performance and communication or operation of division/department. Formal agenda, purpose of meeting, and roster are required.
	Working Lunches	Yes	Yes	For extended events with a formal agenda, reason of the meeting, roster and itemized receipt. Must be approved by Dean, prior to meeting.
	Department Social Activity	No	No	
	Faculty/Staff Receptions	No	Yes	No holiday parties; receptions should be modest/justified as central to team/goals.