

## Cheyney University Policy FA-2010-4024

### Policy on Use of Public Funds for Flowers and Gifts

**Approved by:** Finance and Administration Council / President's Cabinet

**History:** Issued -- March 2008

**Related Policies:** n/a

**Additional References:** n/a

#### Additional History

**Flowers or Seasonal Decorations\*** – Normally flowers or seasonal decorations may not be purchased from public funds. There are some exceptions, for example, purchase of flowers for the decoration of the stage at Commencement, Founders' Day, Honors and Awards Convocation, Graduate Hooding Ceremony, Inauguration, or for other major public functions.

**Greeting Cards (any occasion), favors, gifts, flowers for illness or bereavement** – University funds may not be used to purchase gifts of a personal nature. Only accounts established from donated unrestricted gifts via the Restricted Funds office may be used for such items.

Items purchased with University funds for official recognition of service to the University is permitted.

Examples of such token items include plaques, certificates, pins, t-shirts, hats, or photographs.

Items of a promotional nature, i.e., used to market or promote the University to alumni, prospective students, or other outside organizations and agencies may be purchased from each department's respective cost center. The funds may be used only in support of activities and events sponsored by the University.

\*Exceptions must be approved by the Vice President for Finance and Administration.