

## Appropriate Expense Summary

This document provides a summary of the Expenditures listed in the Small Dollar Guidelines. This summary is provided as a tool to determine appropriateness of an expenditure. Users should refer to the Small-Dollar Guidelines for the detailed rules for purchasing each expense type.

Expense Type	Appropriate	Not Appropriate
Food, Meals, and Refreshments	<ul style="list-style-type: none"> <li>• Internal College Functions – Training, extended meetings, retreats</li> <li>• Hosted meals for guests</li> <li>• Student Functions</li> <li>• Employee Farewell Events for employee leaving the College</li> </ul>	<ul style="list-style-type: none"> <li>• Food for Personal Life Events</li> <li>• Alcoholic Beverages</li> <li>• Employee farewell event for employee moving departments</li> </ul>
Flowers	<ul style="list-style-type: none"> <li>• Funeral                             <ul style="list-style-type: none"> <li>○ Employee or immediate family</li> <li>○ Student</li> <li>○ Dignitary or immediate family (President)</li> </ul> </li> <li>• Get-well</li> <li>• Birth or adoption of child</li> <li>• Decoration of public space</li> </ul>	<ul style="list-style-type: none"> <li>• Personal Life Events</li> <li>• Decoration for Personal Offices</li> </ul>
Gifts	<ul style="list-style-type: none"> <li>• Thank you Gifts for employees going above and beyond – Tangible gifts only</li> <li>• Thank you Gifts for non-employees</li> <li>• Prize giveaways</li> <li>• Profession-Specific Observance Day (under \$25)</li> <li>• Retirement Gifts</li> <li>• Recognition programs</li> </ul>	<ul style="list-style-type: none"> <li>• Gift cards to employees as thank you gifts</li> <li>• Holiday Gifts</li> <li>• Personal Life Events</li> <li>• Employee participation in a survey</li> </ul>
Greeting Cards	<ul style="list-style-type: none"> <li>• Birthday</li> <li>• Get Well</li> <li>• Condolence</li> <li>• Holiday Card (President)</li> <li>• Thank you</li> </ul>	<ul style="list-style-type: none"> <li>• Personal occasion</li> </ul>
Decorations	<ul style="list-style-type: none"> <li>• Decorations for events</li> <li>• Decorations for public space</li> </ul>	<ul style="list-style-type: none"> <li>• Decorations for private offices</li> </ul>
Promotional Items	<ul style="list-style-type: none"> <li>• Promotional items with valid business purpose</li> </ul>	<ul style="list-style-type: none"> <li>• Promotional items with no ROI</li> </ul>
Clothing	<ul style="list-style-type: none"> <li>• Promotional clothing with a valid business purpose</li> <li>• Uniforms</li> </ul>	
Breakroom Supplies	<ul style="list-style-type: none"> <li>• Tableware, paper towels, tissue</li> <li>• Cleaning supplies</li> <li>• Kitchen appliances allowed by Facilities</li> <li>• Minimal purchases of coffee/cocoa, water, and light snacks</li> </ul>	<ul style="list-style-type: none"> <li>• Significant refreshments for employee use, including soda and excess candy/snacks.</li> </ul>