

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"> • Internal College Functions – Training, extended meetings, retreats • Hosted meals for guests • Student Functions • Employee Farewell Events for employee leaving the College 	<ul style="list-style-type: none"> • Food for Personal Life Events • Alcoholic Beverages • Employee farewell event for employee moving departments
Flowers	<ul style="list-style-type: none"> • Funeral <ul style="list-style-type: none"> ○ Employee or immediate family ○ Student ○ Dignitary or immediate family (President) • Get-well • Birth or adoption of child • Decoration of public space 	<ul style="list-style-type: none"> • Professional Observance Days • Personal Life Events • Decoration for Personal Offices
Gifts	<ul style="list-style-type: none"> • Thank you Gifts for employees going above and beyond – Tangible gifts only • Thank you Gifts for non-employees • Prize giveaways • Retirement Gifts • Recognition programs 	<ul style="list-style-type: none"> • Gift cards to employees as thank you gifts • Professional Observance Day • Holiday Gifts • Personal Life Events • Employee participation in a survey
Greeting Cards	<ul style="list-style-type: none"> • Birthday • Get Well • Condolence • Holiday Card (President) • Thank you 	<ul style="list-style-type: none"> • Personal occasion
Decorations	<ul style="list-style-type: none"> • Decorations for events • Decorations for public space 	<ul style="list-style-type: none"> • Decorations for private offices
Promotional Items	<ul style="list-style-type: none"> • Promotional items with valid business purpose 	<ul style="list-style-type: none"> • Promotional items with no ROI
Clothing	<ul style="list-style-type: none"> • Promotional clothing with a valid business purpose • Uniforms 	
Breakroom Supplies	<ul style="list-style-type: none"> • Tableware, paper towels, tissue • Cleaning supplies • Kitchen appliances allowed by Facilities • Minimal purchases of coffee/cocoa, water, and light snacks 	<ul style="list-style-type: none"> • Significant refreshments for employee use, including soda and excess candy/snacks.