

BARNARD PURCHASING AND EXPENDITURE POLICY - SUMMARY

The following chart represents the updated purchasing and expenditure rules for the Barnard College Community. These rules are effective 12/01/09.

For the required level of approval, please refer to the following:

VP – Vice President; COO – Chief Operating Officer; BD – Budget Director; DH – Department Head; PI – Principal Investigator

If there are any questions or concerns, please contact Eileen Di Benedetto, Vice President for Finance, at 4-7732 or Doug Maget, Director of Business Operations, at 4-6991.

Type of Transaction	Barnard Funds (10-funds; also known as Operating funds)	Federal/State Funds (21 funds with programs beginning with 1, 2 or 3)	MiniGrants, Start-ups and/or SAPL (21 funds with program numbers beginning with 7)	Private Grants (21 funds with program numbers beginning with 4) and /or Endowments (24 funds with program numbers beginning with 5)	Required Level of Approval	Comments
Awards						
Employee Award/Incentive Programs	No	No	No	No	N/A	
Employee Cash Award	No	No	No	No	N/A	
Gift Certificates to Employees	No	No	No	No	N/A	Due to tax implications.
Research Participants/Subjects	Yes	Yes	Yes	Yes	DH or PI	
Cards						
Holiday/Greeting Cards & Related Postage	Yes	No	Yes	Yes	VP	
Conference Fees (non-meal expense)						
Retreats, Workshops, Training, Research Meetings:						
Faculty	Yes	Yes	Yes	Yes	DH or PI	For Professional Development Only; must meet specific business purpose
Staff	Yes	Yes	Yes	Yes	DH or PI	For Professional Development Only; must meet specific business purpose
Students	Yes	Yes	Yes	Yes	Dean of the College	For Professional Development Only; must meet specific business purpose
Contributions						
Individuals	Yes	No	Yes	Yes	COO	No Political Expenses
Not-For-Profits	Yes	No	Yes	Yes	COO	No Political Expenses
Dues						
Institutional	Yes	Yes	Yes	Yes	DH or PI	
Civic, Service, Private Club	No	No	No	No	N/A	
Professional Licenses	Yes	Yes	Yes	Yes	DH or PI	As required for job duties
Professional Organizations	Yes	Yes	Yes	Yes	DH or PI	As required for job duties
Event Contracts						
	Yes	Yes	Yes	Yes	Subject to Events Committee	
Flowers						
Congratulatory - Trustee/Donor	Yes	No	Yes	Yes	COO or VP of Development	
Congratulatory - Employee	No	No	No	No	N/A	
Funeral/Illness - Trustee/Donor	Yes	No	Yes	Yes	COO or VP of Development	
Funeral/Illness - Employee	Yes	No	Yes	Yes	HR Director	Subject to Human Resources Policies
Gifts						
Employees	No	No	No	No	N/A	
Trustee/Donor						
Appreciation	Yes	No	Yes	Yes	VP of Development	
Memorial	Yes	No	Yes	Yes	VP of Development	
Special Occasions	Yes	No	Yes	Yes	VP of Development	
Event Tickets	Yes	No	Yes	Yes	VP of Development	
Students						
Appreciation	Yes	No*	Yes	Yes	Dean of the College/Provost	Subject to spending limits. \$25/pp
Graduation	Yes	No*	Yes	Yes	Dean of the College/Provost	Subject to spending limits. \$25/pp
Official Guests of the College	Yes	No	Yes	Yes	DH or PI	Official Guests includes prospective students/employees, donors or official College visitors (i.e. guest lecturers, dignitaries).
Gratuity						
	Yes	Yes	Yes	Yes	DH or PI	20% or less at time of purchase only
Meals - Employee						
Meals in Travel	Yes	Yes	Yes	Yes	DH or PI	Provide list of attendees; Subject to spending limits, per diem (inclusive of tax and tip) is \$100 per person. Alcohol permissible except for Federal Grant funds.
Entertaining Official Guests	Yes	No	Yes	Yes	DH or PI	Official Guests includes prospective students/employees, donors or official College visitors (i.e. guest lecturers, dignitaries). Provide list of attendees
Employee entertaining Employee	No	No	No	No	N/A	
Holiday Parties	No	No	No	No	N/A	
Recruitment/Prospective Employee	Yes	No	Yes	Yes	DH or PI	Provide list of attendees
Retirement-related Meals	No	No	No	No	N/A	
Working Meetings						
Standing Faculty Committees	Yes	Yes	Yes	Yes	DH or PI	
Dept. Meetings	No	No	No	No	N/A	
Staff Retreats	Yes	No	Yes	Yes	VP	Provide retreat's agenda and participants
Meals - Employee Spouse/Partner						
Entertaining Official Guests	Yes	No	Yes	Yes	DH or PI	Official Guests includes prospective students/employees or official College visitors (i.e. guest lecturers). Provide list of attendees
Fund Raising Activity	Yes	No	Yes	Yes	VP of DEVELOPMENT	
Recruitment-related Meals	Yes	Yes	Yes	No	DH or PI	
Meals - Students						
Graduation Receptions/Activities	Yes	No	Yes	Yes	DH	
Orientation Receptions/Activities	Yes	No	Yes	Yes	DH	
Meals in Travel	Yes	Yes	Yes	Yes	DH or PI	Provide list of attendees; Subject to spending limits, per diem (inclusive of tax and tip) is \$100 per person. Alcohol permissible except for Federal Grant funds.
Mileage Reimbursement						
	Yes	Yes	Yes	Yes	DH or PI	subject to I.R.S. rates
Office Expenses						
Decorations/Flowers/Plants	No	No	No	No	N/A	
Holiday	No	No	No	No	N/A	
Pictures/Artwork/Décor	No	No	No	No	N/A	
Political Expenses or Contributions						
	No	No	No	No	N/A	
Refreshments for Departmental Use						
Bottled Water (individual size)	No	No	No	No	N/A	
Water Coolers & Refills	Yes	Yes	Yes	Yes	DH or PI	
Other Refreshments (coffee, snacks)	No	No	No	Yes	DH	

* Students gifts supported by state grants are allowed as long as the gifts are specifically identified in the approved budget