In keeping with the Standard Practice Guide, Section 501.4-2, which refers to the use of University funds when hosting recognition functions that include University employees, the Lead Team has agreed that, in addition to a division-wide picnic, each department could subsidize at least one other gathering per year. Department heads should cite discretionary funds for these gatherings. During a fiscal year, funds up to $15 for each person on the department rolls, including students and temporary employees, may be provided as a subsidy for such gatherings. Even though the SPG permits the use of departmental funds for this purpose, we will use discretionary funds to avoid concerns about indirect cost recovery and use of General Funds. If departmental discretionary funds are not available, approval to use the Plant Operations Director’s funds must be requested prior to the event, not after it has taken place.

Although division-wide recognition events, such as the “Silver Arrow Award” recognition or the “7 Habits” reunion/renewal gathering, also may, according to the SPG, be charged to departmental funds, the Plant Operations Director’s discretionary fund is to be used for these events to avoid any appearance of impropriety. In the case of retirement receptions, the expenditure should reflect length of service, position, and other factors, and be charged to the departmental discretionary fund.

Events as apprentice graduation or the purchase of food for staff members required unexpectedly to work far beyond their normal shift to deal with an emergency are clearly work-related costs and are considered appropriate charges to departmental accounts using General Fund, overhead, or other sources.

Please refer to the attached table.

PLEASE REFER TO FACILITIES & OPERATIONS’ POLICY ON HOSTING/GIFTS/TRAVEL DATED 10/02/02 (RELATED POLICIES)