

**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, Controller, at 4-7732 or Doug Maget, Director of Purchasing, at 4-6991.***

Type of Transaction	Barnard Fund (0-funds)	Federal/State Funds	MiniGrants, Start-ups and/or SAPL	Private Grants and/or Endowment	Required Level of Approval	Comments
<b>Awards</b>						
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	
<b>Cards</b>						
Holiday/Greeting Cards & Related Postage	Yes	No	Yes	Yes	VP	
<b>Conference Fees (non-meal expense)</b>						
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
<b>Contributions</b>						
Individuals	Yes	No	Yes	Yes	COO	No Political Expenses
Not-For-Profits	Yes	No	Yes	Yes	COO	No Political Expenses
<b>Dues</b>						
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
<b>Event Contracts</b>						
	Yes	Yes	Yes	Yes	Subject to Events Committee	
<b>Flowers</b>						
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
<b>Gifts</b>						
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).
<b>Gratuity</b>						
	Yes	Yes	Yes	Yes	DH or PI	20% or less at time of purchase only
<b>Meals - Employee</b>						
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
<b>Meals - Employee Spouse/Partner</b>						
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	
<b>Meals - Students</b>						
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.
<b>Mileage Reimbursement</b>						
	Yes	Yes	Yes	Yes	DH or PI	subject to I.R.S. rates
<b>Office Expenses</b>						
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	
<b>Political Expenses or Contributions</b>						
	No	No	No	No	N/A	
<b>Refreshments for Departmental Use</b>						
Bottled Water (individual size)	No	No	No	No	N/A	Think Green!
Water Coolers & Refills	Yes	Yes	Yes	Yes	DH or PI	
Other Refreshments (coffee, snacks)	No	No	No	Yes	DH	Subject to Donor restrictions

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