

BFA Administrative Detail: #30 - 7

Allowable purchases using TM955 funds (Morale Fund)

1.0 PURPOSE

This directive serves as limited authority to purchase awards, gifts and/or meals or light refreshments in conjunction with meetings and or training sessions or recognition events from morale funds.

2.0 BACKGROUND

This directive defines allowable purchases and the responsible parties authority in accordance with CSU policies.

3.0 OVERVIEW

- The directive further addresses the CI policy on Hospitality, Prizes, Awards and Gifts.
- This directive is consistent with the policy on Hospitality, prizes, awards and gifts.
- This directive is only applicable to funds budgeted and controlled in the morale fund TM955.
- Authority for spending has been delegated to the divisional Vice President's based upon the approved annual budget allocation.

4.0 CITATIONS AND LINKS TO APPLICABLE STATE LAW, CSU POLICIES, ETC.

http://www.calstate.edu/icsuam/sections/3000/Travel_Procedures_G-001_Final.pdf

<http://policy.csuci.edu/FA/01/fa.01.004.htm>

5.0 PROCEDURES

- a. Meetings with meals and or light refreshments where employees from the same work location, including the main campus, any off-campus facilities, the auxiliary organizations and / or public entities can only be made from morale funding (TM955).
- b. The cost per each participant's meal should be reasonable.

- c. Alcoholic beverages may be purchased; however care must be taken when alcohol is served and all applicable state laws must be adhered to.
- d. Awards for employees may not have a value greater than \$50.
- e. If gift certificates are given for recognition of service, or other such program, the value cannot exceed \$50.
- f. Promotional materials, such as divisional/unit shirts, jackets etc. are considered recognition and do not constitute a uniform. TM955 funds must be used to purchase any promotional items when given to employees from the same work location.
- g. Vice Presidents, or their designee, are responsible for ensuring that the funds are properly expended and any misuse of funds is reported to Financial Services. Vice President's may create internal pre-approval requirements.
- h. All reimbursement requests must contain a detailed receipt of all items purchased and a listing of the participants.
- i. Allocations of morale funding are made on annually as one-time allocations. Each Vice President has the discretion to allow spending of carry forward balances, if any.
- j. Overspending of a divisional allocation will result in a reduction the following year, equal to the overage amount.

6.0 DEFINITIONS

7.0 CONTACTS

REVISION TRACKING

Document Title:

Author:

File Reference:

Revision History

Revision Date	Revised By	Summary of Revisions	Section(s) Revised
	Click here to enter name of Person Revising.	Copy and paste to new template	Click here to enter Sections Revised.
			3.0 + 4.0

Review / Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)