

Examples of Potential Expenditures

Examples of Potential Expenditures	District Sources			Other Sources	
	U.R G.F	Restrict G.F	Trust Fund	Foundation	ASO
Staff parties, cards, gifts, décor	N	N	P	P	P
Student parties, cards, gifts	N	P	P	P	P
Candy & snacks for offices & desks	N	N	P	P	P
Flowers to staff or family (hospitalized)	N	N	P	P	P
Logo shirts to staff (not uniform)	N	P	P	P	P
Refreshments at meeting	N	P	P	P	P
Meal at working meeting during meal period	O	P	P	P	P
Office coffee service	N	P	P	P	P
Furnishings and décor - public and common areas	O	P	P	P	P
Furnishings and décor - individual offices	N	N	P	P	P
Furnishings and décor - seasonal or holiday	N	N	P	P	P
Donation to college foundation	N	N	P	P	P
Purchase of table for fund raiser	N	N	P	P	P
Tickets to a fund raising event	N	N	P	P	P
Student activity in quad, e.g. Career Day	O	P	P	P	P
Entertainment of <u>individuals</u> when the sole purpose is to recruit them to be students or student athletes	N	N	P	P	P
Pizza for staff required to work thru meal time	O	P	P	P	P
Film and processing	O	P	P	P	P
Pizza for staff after work	N	N	P	P	P
Refreshments when meeting with current or potential business partners	O	P	P	P	P
College Art Gallery reception refreshments	P	P	P	P	P
Community advisory committee refreshments	O	P	P	P	P
Refreshments at events to inform and/or recruit students	O	P	P	P	P
Token logo and promotional items (<\$10) given to staff, community, and students	O	P	P	P	P
Small appliances for common staff areas	O	N	P	P	P
Small appliances for personal offices	N	N	P	P	P
Facial tissue, hand cream, etc. for personal use	N	N	P	P	P
Facial tissue, hand cream, etc. for business use (Ex. Tissues for use by students in police, counseling)	O	P	P		

O = O-K if actual and necessary expenses incurred in the course of performing services for the District; no gift of public funds
 P = Possible - If not Unrestricted General Fund compliant, **must** be authorized by the funding source documents
 N = No. "No" means no.

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	U.R G.F	Restricted G.F	Trust Fund	Foundation	ASO
Required Staff Development Event - refreshments	O	P	P	P	P
Required Staff Development Event - Meals (regular Meal time)	O	P	P	P	P
Reception, eq, state senator, mayor	N	P	P	P	P
Alcoholic beverage with a meal	N	N	N	P	P
Hosting a cocktail party	N	N	N	P	P
Recognition plaque for employee (nominal cost)	O	P	P	P	P
Refreshments for interview committee	O	P	P	P	P
Meal for interview committee (reg. Meal time)	O	P	P	P	P
Office drinking water - no plumbing in bldg.	O	P	P	P	P
Office drinking water - plumbing in bldg.	O	P	P	P	P
Donuts & coffee at regular staff meeting	N	P	P	P	P
Student focused event - refreshments	O	P	P	P	P
Student focused event - meals	N	P	P	P	P
Student focused event - entertainment	N	P	P	P	P
Student focused event - Recognition Plaque	O	P	P	P	P
Student focused event - Gift to student	N	N	P	P	P
Staff focused event - refreshments	O	P	P	P	P
Staff focused event - meals	N	P	P	P	P
Staff focused event - entertainment	N	P	P	P	P
Staff focused event - Recognition Plaque	O	P	P	P	P
Staff focused event - Gift to faculty, staff	N	N	P	P	P
Retiree focused event - refreshments	O	P	P	P	P
Retiree focused event - meals	N	P	P	P	P
Retiree focused event - entertainment	N	P	P	P	P
Retiree focused event - Recognition Plaque	O	P	P	P	P
Retiree focused event - Gift to retiree or family	N	N	P	P	P

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