Introduction

On August 31, 2010, Chancellor Cavanaugh approved EXPENDITURE OF PUBLIC FUNDS GUIDELINES, STANDARDS, AND LIMITS. This document requires PASSHE universities to develop certain policies related to the use of public funds. The WCU policies below comply with those requirements; they are keyed to the sections in the PASSHE document. The WCU policies supplement, but do not supplant, provisions in the PASSHE document.

Policy Recommendations

K. 4. Staff Retreats, Workshops & Trainings
Employees need written approval from their Vice President or Dean before using public funds to purchase lunch or refreshments for staff retreats, workshops and trainings. An agenda with the related time span for the event must be submitted with the approved request before reimbursement is issued. Only events that span at least five hours and where disbursing for lunch would be disruptive to the event will be approved.

K. 6. a. Meetings and Other Events with Students
Meals can be provided to students when the meals are an integral component of the academic, residential life, or similar programs. Examples include: meals provided as part of a culinary arts class and meals provided as part of an official residential life function.

Meals provided to students as part of routine classroom activity will not be reimbursed.

K. 8. a. & b. Employee Recognition Events
Staff recognition events must be open to the employee’s department or division or to the entire campus or the public, although the responsible manager may determine that certain employees cannot attend due to operational needs of the University.

K. 11. Food and Kitchen Supplies in the Office
Potable water is defined as water of sufficiently high quality that it can be consumed or used without risk of immediate or long-term harm. The only location on West Chester University’s campus that has non-potable water is the warehouse. Therefore, the University will neither pay (via procurement card or any other University payment method) nor reimburse for any purchase of bottled water (except as part of light refreshments as noted under Section K. 1. below) at any location other than the warehouse. Contracts between the vendor of bottled water and the University will be terminated in January 2011 or as soon thereafter as practical.
L. 2. Greeting Cards and Invitations to Official University Events
For the purpose of this policy, members of the President’s Council (University Vice Presidents, deans, and department chairs) are delegated authority to use University funds to send invitations to University events. This delegation recognizes that these individuals represent the University and have legitimate reasons that are directly related to their responsibilities to send invitations to University events. However, only the University President is authorized to use University funds for other cards, such as greeting cards or sympathy cards.

L. 3. b. Employee Awards
Any award for superior achievement must be part of a formal University-wide function. Superior achievement awards are for extraordinary achievement beyond the scope of the specific employee responsibilities. All employees should be eligible for superior achievement awards, although the awards can be segregated by category of employee (e.g., faculty, managers, clerical, maintenance employees, etc.). Awards to employees should include neither cash nor cash equivalents.

Awards for years of service are addressed under section K. 8. a. Staff Recognition Events.

Definitions and Implementation Requirements

B. 3) Appropriate Use of Public Funds
The term “minimal” is defined as having a value of $25 or less.

I. 2. Volunteers
Reimbursement of expenses incurred by volunteers must be supported by a payment document signed by the volunteer and must clearly document the business purpose.

K. 1. Light Refreshments/Refreshments
When the spending policy allows for the use of public funds to provide for “light refreshments,” these should be limited to beverages, pretzels, chips, cookies, and healthy snacks (or similar refreshments).

Approved:

[Signature]
Greg R. Weisenstein, President

[Date]