

Type of Transaction	State			Minimum Level of Approval	Special Comments
	Funds	BCF	DFG		
Alcoholic Beverages	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	
Awards					
Employee Award/Incentive Programs	No	Yes	No	VPOCA, VPSS, VPAF or Provost	
Employee Cash Award	No	Yes	No	VPOCA, VPSS, VPAF or Provost	Must be processed by Payroll
Gift Certificate	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	Minimal - \$25 or less
Cards					
Holiday/Greeting Cards and Postage	No	Yes	Yes	Authorized Account Signer	
Contributions	No	Yes	No	VPOCA, VPSS, VPAF or Provost	No political expenses
Contracts	Yes	Yes	Yes	Originating VP, VPAF, OCA, Baruch Legal	Advance approval required
Dues					
Institutional	Yes	Yes	Yes	Authorized Account Signer	
Individual Membership	No	No	No		
Civic, Service, Private Club	No	No	No		
Professional Licenses	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	As required for job duties
Professional Organizations	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	As required for job duties
Entertainment Contracts	Yes	Yes	Yes	Follow advance contract approval process	
Flowers					
Congratulatory - Friends/Donors	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	
Congratulatory - Employee	No	No	No		
Funeral/Illness Employee	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	
Funeral/Illness Friends/Donor	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	
Gratuity	Yes	Yes	Yes	VPOCA, VPSS, VPAF or Provost	Reimbursement limited to 20 percent

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Gifts					
Employees	No	No	No		Gifts to NYS officers and employees are subject to NYS Ethics Commission Guidelines available at: www.dos.state.ny.us/ethc/giftmenu.html
Friends/Donors:					
Appreciation	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	
Memorial	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	
Special Occasions	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	
Event Tickets	No	Yes	No	VPOCA, VPSS, VPAF or Provost	
Meals- Employee					
Entertaining Official Guests	No	Yes	Yes	Authorized Account Signer	Official Guests includes prospective students or employees, official College or University visitors. Provide list of attendees.
Employee entertaining employee	No	No	No		
Holiday Parties	No	No	Yes	VPOCA, VPSS, VPAF or Provost	Provide list of attendees.
Recruitment (prospective employee)	No	Yes	Yes	Authorized Account Signer	Provide list of attendees.
Retirement Dinners	No	Yes	Yes	Authorized Account Signer	Provide list of attendees.
Working meetings	No	Yes	Yes	Authorized Account Signer	Provide list of attendees.
Meals - Employee Spouse					
Entertaining official guests	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	Provide list of attendees.
Fund raising activity	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	Provide list of attendees.
Recruitment dinners	No	No	No		
Meals - Student					
Graduation Receptions/Activities	No	Yes	Yes	Dean	
Orientation Receptions/Activities	Yes	Yes	Yes	Authorized Account Signer	\$8.00/person if State Funds
Meals in Travel Status	No	Yes	Yes	Authorized Account Signer	
Mileage Reimbursement					
	Yes	Yes	Yes	Authorized Account Signer	Subject to approved mileage rates
Office Expenses					
Supplies	Yes	Yes	Yes	Authorized Account Signer	
Appliances	Yes	Yes	Yes	Authorized Account Signer	
Decorations/Flowers/Plants	No	No	No		
Holiday	No	No	No		
Pictures, Artwork, Decor	No	Yes	Yes	Authorized Account Signer	
Political Expenses or Contributions					
	No	No	No		

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Public Relations					
Fund Raising Activities	No	Yes	Yes	VP OCA or designee	
Alumni Activities	No	Yes	Yes	VP OCA or designee	
Special Events	No	Yes	Yes	VP OCA or designee	
Refreshments for Departmental Use					
Bottled Water (individual size)	No	Yes	Yes	Authorized Account Signer	
Water Coolers and Refills	Yes	Yes	Yes	Authorized Account Signer	
Other Refreshments	No	Yes	Yes	Authorized Account Signer	
Relocation Expenses					Use of State Funds subject to rules and dollar limitations. Advance approval as negotiated.
	Yes	Yes	Yes	VPOCA, VPSS, VPAF, Provost or Dean	
Student Payments					
Awards	No	Yes	Yes	VPOCA, VPSS, VPAF or Provost	
Grant-In-Aid	Yes	Yes	Yes	VPOCA, VPSS, VPAF or Provost	Use of State Funds requires advance approval
Scholarships	Yes	Yes	Yes	VP Student Affairs	Use of State Funds requires advance approval
Workshop Fees (non-meal expense)					
Community Related Programs, Seminars, Workshops, Conferences, and Continuing Education	Yes	Yes	Yes	VPOCA, VPSS, VPAF or Provost	
Faculty/Staff Retreats, Workshops, Planning, Administrative Training Meetings	Yes	Yes	Yes	VPOCA, VPSS, VPAF or Provost	