

Baruch College Expenditure Guidelines						
Please see Baruch College Expenditure Policy						
Type of Transaction	State Funds	BCF	DFG	Exec. & Global NTL	Minimum Level of Approval	Special Comments
Alcoholic Beverages	No	Yes	Yes	Yes	Division Vice President	Campus Policy on Alcoholic Beverages
Awards						
Presidential Award/Incentive Programs	No	Yes	No	No	Division Vice President	Documentation of competition and memo listing awardees.
Cards						
Holiday/Greeting Cards and Postage	No	Yes	Yes	Yes	Authorized Account Signer	Not given to colleagues.
Contributions	No	Yes	No	No	Division Vice President	No contributions to political organizations or candidates.
Dues						
Civic, Service, Private Club	No	No	No	No		
Institutional Membership	Yes	Yes	Yes	Yes	Authorized Account Signer	
Professional Licenses	No	Yes	Yes	Yes	Division Vice President	As relevant for job duties.
Professional Organizations	No	Yes	Yes	Yes	Division Vice President	As relevant for job duties.
Flowers						
Congratulatory - College Supporters/Donors	No	Yes	Yes	Yes	Division Vice President	
Congratulatory - Employee	No	No	No	No		
Floral Decorations for Events	No	Yes	Yes	Yes	Division Vice President	Explanation required on check request. BCF allows for fund-raising and donor-related events only.
Funeral/Illness - College Supporters/Donors	No	Yes	Yes	Yes	Division Vice President	
Funeral/Illness - Employee	No	No	No	No		
Gifts						
College Supporters/Donors:						
Appreciation	No	Yes	No	No	Division Vice President	Requires written business purpose.
Event Tickets	No	Yes	No	No	Division Vice President	Requires written business purpose.
Memorial	No	Yes	No	No	Division Vice President	Requires written business purpose.
Special Occasions	No	Yes	No	No	Division Vice President	Requires written business purpose.
Employees	No	No	No	No		Gifts to NYS officers and employees are subject to NYS Ethics Commission Guidelines
Gift Certificate/Cards	No	Yes	Yes	Yes	Division Vice President	Minimal (\$25 or less). Consult with Controller before purchasing.
Gratuity						
Restaurants, Taxi & Car Service	Yes	Yes	Yes	Yes	Division Vice President	Limited to no more than 20% of subtotal. Requires original receipt.
Delivery of Catering, Charter Bus/Minivan Service	Yes	Yes	Yes	Yes	Division Vice President	Cannot include if vendor has already charged on bill. Nominal. Not to exceed \$20 or 20% of subtotal, whichever is less. Requires original receipt/invoice or written explanation.
Meals - Employee						
Employee Hosting Employee	No	No	No	No		
Employee Farewell Party	No	No	No	No		
Hosting Official Guests	No	Yes	Yes	Yes	Authorized Account Signer	Provide list of attendees and itemized original receipt/invoice.
Holiday Party	No	No	Yes	Yes	Division Vice President	Provide list of attendees and itemized original receipt/invoice.
In Travel Status	Yes	Yes	Yes	Yes	Authorized Account Signer	Provide travel documentation. State fund is based on per diem rate. BCF and DFG are based on original receipts.
Recruitment - Prospective Employee	No	Yes	Yes	Yes	Authorized Account Signer	Provide list of attendees and itemized original receipt/invoice.
Retirement Lunch/Dinner/Reception	No	Yes	Yes	Yes	Authorized Account Signer	Provide list of attendees and itemized original receipt/invoice.
Working Meetings	No	Yes	Yes	Yes	Authorized Account Signer	Provide list of attendees and itemized original receipt/invoice. Brief explanation of subject matter discussed.
Meals - Employee Spouse						
Hosting Official Guests	No	Yes	Yes	Yes	Division Vice President	Provide list of attendees and itemized original receipt/invoice.
Fundraising Activity	No	Yes	Yes	Yes	Division Vice President	Provide list of attendees and itemized original receipt/invoice.
Recruitment Dinners	No	No	No	No		
Meals - Student						
In Travel Status	Yes	Yes	Yes	Yes	Authorized Account Signer	Provide travel documentation. State funds are based on per diem rate. BCF and DFG are based on original receipts. See Student Travel Guidelines
Receptions/Activities - Graduation	No	Yes	Yes	Yes	Dean	Provide list of attendees and itemized original receipt/invoice.
Receptions/Activities - Service & Program Assessment	No	Yes	Yes	Yes	Authorized Account Signer	Provide list of attendees and itemized original receipt/invoice.
Receptions/Activities - Recruitment/Orientation	Yes	Yes	Yes	Yes	Authorized Account Signer	Provide list of attendees and itemized original receipt/invoice. If State funds, a limit of \$8/person for light refreshments and \$15/person for meals.

In all cases requests must include adequate documentation, including business purpose to support the expenditure of college resources. Business purpose must be specific enough for a third-party reviewer to understand. If reimbursement, proof of payment must be provided.

Type of Transaction	State Funds	BCF	DFG	Exec. & Global NTL	Minimum Level of Approval	Special Comments
New Hire Expenses						
Finger Printing	No	No	No	No		
Relocation Expenses	Yes	Yes	Yes	Yes	Division Vice President	NYS OSC guidelines for moving expense reimbursement
Office/Departmental Expenses						
Decorations/Flowers/Plants	No	No	No	No		
Equipment/Hardware	Yes	Yes*	Yes	Yes	Authorized Account Signer & BCTC	In all cases, prior written approval from BCTC is required. *BCF allowable only for specialized item purchases with prior approval.
Furniture	Yes	Yes*	Yes	Yes	Division Vice President & Campus Facilities	In all cases, prior written approval and specifications from Campus Facilities is required. *BCF allowable only for specialized item purchases with prior approval.
Mini Fridge/Microwave (Departmental)	Yes	No	Yes	Yes	Authorized Account Signer	In all cases, prior written approval from Campus Facilities is required. Cannot be purchased through ProfTech Office Supplies blanket purchase order.
Pictures/Artwork/Décor	No	No	No	No		
Supplies - Pantry/Utensils/Plates/Napkins	No	No	No	No		
Supplies - Pens/Paper/Etc.	Yes	No	Yes	Yes	Authorized Account Signer	
Water - Individual Bottles	No	No	No	No		
Water Coolers, Refills, and Cups	Yes	No	Yes	Yes	Authorized Account Signer	
Sales Tax - New York State	No	No	No	No		Tax/Non-Tax Levy Tax Exemption Certificate BCF Exempt Certificate Note that the certificates are for business purposes only.
Student Payments						
Awards	Yes	Yes	Yes	Yes	Division Vice President	Requires advance approval from VPAF.
Gift Certificate/Cards	No	Yes	Yes	Yes	Division Vice President	Minimal (\$25 or less). Consult with Controller before purchasing.
Grant-In-Aid	Yes	Yes	Yes	Yes	Division Vice President	Requires advance approval from VPAF.
Scholarships	Yes	Yes	Yes	Yes	Division Vice President	Requires advance approval from VPAF.
Travel - Travel Authorization Required						
Business/First Class Flights/Acela Express	No	No*	No*	No*		Baruch College Travel Guidelines, References, & Forms Student Travel Guidelines *Utilized under special circumstance with prior approval from Provost or President. Requires written justification.
Frequent Flyers Miles Reimbursement	No	No	No	No		
Minibar	No	No	No	No		
Parking	Yes	Yes	Yes	Yes	Authorized Account Signer	Requires written business purpose.
Personal Vehicle Mileage Reimbursement	Yes	Yes	Yes	Yes	Authorized Account Signer	IRS standard mileage rates
Taxi/Car Service - Local	No	Yes	Yes	Yes	Authorized Account Signer	Requires written business purpose. Not available for rides between home and campus. Public transportation is strongly encouraged.
Taxi/Car Service - Out of Town	Yes	Yes	Yes	Yes	Authorized Account Signer	Requires written business purpose.
Tolls	Yes	Yes	Yes	Yes	Authorized Account Signer	Requires written business purpose.
Workshop Fees (Non-meal Expense)						
Community Related Programs, Seminars, Workshops, Conferences and Continuing Education	Yes	Yes	Yes	Yes	Division Vice President	Travel authorization must be completed and approved if it requires out of town travel.
Faculty/Staff Retreats, Workshops, Planning, Administrative Training Meetings	Yes	Yes	Yes	Yes	Division Vice President	Requires written business purpose and prior approval.

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