

## **Baruch College**

### **Expenditure Policy and Guidelines**

Approved by President's Cabinet December 14, 2007

#### **Use of College Funds**

College funds may be used for ordinary and reasonable business-related expenses that support Baruch College education, research and public service missions. While such expenses are considered allowable by campus policies, certain funding sources may impose additional restrictions. For example, expenditures paid from federal and state funds or restricted gifts are subject to added conditions. Furthermore, various campus operating units may establish more restrictions on the use of funds. Such additional restrictions must be recognized when expenditures are being planned.

#### **Unallowable Expenses**

Any expenditure with any of the following characteristics does not reflect the proper stewardship of campus funds and is considered "unallowable" regardless of the source of funds.

1. It does not support the Baruch College mission of education, research and public service.
2. It is extreme, excessive, illegal, or is not a normal and ordinary cost incurred in the conduct of official campus activities.
3. It represents recognition, not associated with job performance or professional recognition, service, or morale, for a faculty member, staff member, or student. For example, costs to recognize birthdays, childbirth or adoption, wedding, anniversaries or office professionals/Secretary's Day are unallowable.
4. It represents a personal expense that is neither business-related nor required in carrying out an individual's job responsibilities. Examples of personal expenses are:
  - parking permits, fines, or interest charges on personal/corporate credit cards
  - amusement, entertainment, or social activities that are not directly connected to campus functions or purposes
  - memberships and other purchases that lend themselves to personal use, such as the Automobile Association of America, private clubs, airline clubs, Sam's Club, newspaper home delivery, and prepaid calling cards.
5. The expenditure was (or will be) reimbursed from another source.
6. The expenditure is for *individual* association membership fees, dues or licenses that are not directly related to the individual's position or academic discipline.

#### **Additional Information/Exceptions**

Requests for additional information or exceptions to this policy should be directed to the Vice President for Administration and Finance at 646-660-6660.