

## J. Types of Expenditures

### 5. Flowers

- a. Flowers may be purchased for business-related activities including the following:
  - i. University organized public relations and fundraising activities.
  - ii. Student orientation, student/parent receptions, and departmental graduations or awards ceremonies.
  - iii. Funeral or illness of an employee, retiree with a minimum of ten years of service at the university, donor, or volunteer of the university.
- b. The dollar limitation for this type of expenditure is \$150. Amounts in excess of this limit will be deemed a personal expense and will not be paid.
- c. Contributions (“In lieu of flowers”)--The Foundation allows expenditure of funds for flowers sent to a funeral of an employee, a donor or a volunteer of the university. When the family requests that a donation be made to the deceased’s or family’s charity of choice “in lieu of flowers,” an exception to the charitable contribution policy may be made. The gift must be made on behalf of the university and not any one individual or individuals.