OPERATING PROCEDURES

The following are unacceptable expenditures of University funds. The list is not necessarily all-inclusive; other expenditures may be examined on a case-by-case basis.

1. **Personal Purchases** - The dictates of law and ethics prohibit the Purchasing Department from acting on behalf of University employees for personal purchases. Purchase of University property by University employees are prohibited except through auctions or sealed bids held under the auspices of State Surplus Property.

2. **Unauthorized Purchases** - If an individual purchases equipment, supplies, or services by other than the established procedures, the purchase shall not be an obligation of the University, and the individual may be responsible to the vendor for all costs involved in the transaction. All transactions, regardless of the source of funds, must be handled in accordance with established purchasing procedures.

3. **Alcoholic Beverages** - University funds shall not be utilized for the purchase of alcohol in any form.

4. **Holiday/Office Decorations** - University funds shall not be utilized to purchase holiday decorations, nor decorations for personal offices.

5. **Flowers and Floral Arrangements** - University funds shall not be utilized to pay for any flowers or floral arrangement to be given as a gift. In this context, the term “gift” includes, but is not necessarily limited to, corsages, celebratory arrangements, and funeral arrangements.

6. **Items Considered Personal in Nature** - University funds shall not be utilized for any item considered to be a personal gift or otherwise personal in nature, rather than an official business-related expenditure. In addition, University funds shall not be used to celebrate events such as holidays, birthdays, going-away parties, etc.