



Lock Haven University Policies Implementing the PASSHE Expenditure of Public Funds Policy and Guidelines

The PASSHE *Expenditure of Public Funds Guidelines* require PASSHE institutions to establish local policies and procedures to implement certain provisions of the guidelines. The following are the implementing policies of Lock Haven University (LHU). The section numbers correspond to the PASSHE guidelines document, which can be found at <http://www.lhup.edu/finance-admin-tech/Expenditures%20of%20Public%20Funds.pdf>

K. Expenditures for Food

K4. Staff Retreats, Workshops and Training. All food purchases that use public funds for catering of lunch and/or light refreshments for staff retreats, and training/professional development workshops must have prior written supervisory approval as well as secondary approval of the respective divisional Vice President, Academic Dean or University President. This permission is documented through the processing of the *LHU Food Service Request* form. In order for public funds to be used for food at a retreat, workshop, or training event, it must span at least five hours and having employees disperse for breaks must be disruptive to the success of the event. Documentation of these conditions should accompany the *LHU Food Service Request* form.

K6. Meetings and Other Events with Students. Public funds can be used only when meals or refreshments are provided to students in the conduct of an official university program or service. The expenditures are allowable only if they are necessary for and integral to that academic program or service. Expenses related to other attendees, including employees, are limited to those whose presence is legitimately required to achieve the events' academic purpose. Documentation requesting reimbursement must include the names of students, employees, and the justification of the expenditure, including how it was necessary and integral to the academic program or service. Expenses of employee or official volunteers for certain events, and for those serving as official representatives of the university for a student hospital visit or funeral, are governed by the provisions of the PASSHE guidelines, K6(b) and (c).

K8. Employee Recognition Events. The only employee recognition events for which public funds can be used to purchase food are as follows:

- Service recognition events coordinated by the Human Resources Office.
- Retirement from work/service of an LHU employee, with advance, written approval of the President.

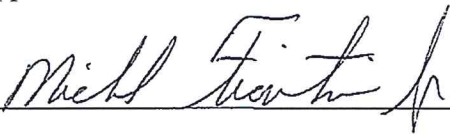
The event must be open to the employee's department/division, the entire campus, or to the public and the dollar amount of the expenditure is to be modest with consideration to the significance of the event.

L. Gifts and Awards

L3. Employee Awards. Departments may use LHU funds (public funds) to purchase awards for the following recognition events:

- Service recognition events coordinated by the Human Resources Office.
- Retirement from work/service of an LHU employee, but only as part of the program administered by the Human Resources Office.
- Superior Achievement (Acknowledgement of superior achievement must come from the respective divisional Vice President, Academic Dean or University President).

Approved:



Dr. Michael Fiorentino, President

12-1-11

Date