

Radford University Spending Guidelines

Note: Guidelines apply to University funds (Educational and General, state and local auxiliary)

Note: Excludes grant funding. Spending must be in compliance with stipulations of the award.

Note: All purchases and payments must comply with IRS guidelines, regardless of fund source (University or Foundation funds)

Note: All purchases are subject to budget availability and must comply with applicable university policies to include the Procurement and Contracts Manual

Item	Allowed?	Additional Information
Gifts for Alumni, Donors, Faculty, Staff, Current and Prospective Students-gifts; flowers, cards for sickness, memorial, retirement, appreciation, holiday or birthday cards, etc.	No	
Faculty (T&R and A/P) recognition -Non-monetary awards including luncheons, plaques, etc.	Yes	See Employee Recognition Policy
Faculty (T&R and A/P) recognition -Monetary awards	No	See Employee Recognition Policy
Classified staff recognition - Non-monetary awards including luncheons, plaques, etc.	Yes	See Employee Recognition Policy
Classified staff recognition -Monetary awards	Yes	See Employee Recognition Policy
Student recognition -Non-monetary awards including luncheons, plaques, etc.	Yes	See Payments to Student Policy/Guidelines
Student recognition -Monetary awards	Yes	See Payments to Student Policy/Guidelines
Alcoholic beverages for University events including set-ups, bartender, and/or corkage fee	No	
Food & Entertainment -Social functions for RU employees, including retirement celebrations, birthday parties, wedding or baby showers, department picnics or holiday parties, etc.	No	
Food & Drinks (coffees, soft drinks, bottled water, snacks, etc.)-Routine inter-office use	No	
Personal Comfort Items for personal convenience, use or comfort including foot heaters, fans, etc.	No	
Meals -provided at regularly scheduled or routine meetings, or as a "perk"	No	

Item	Allowed?	Additional Information
Food & Refreshments -University guests	Yes	See University Food & Beverage Policy
Bona fide business meals -University employee only in attendance (meetings, retreats, planning sessions, etc.)	Yes	See University Food & Beverage Policy
Meals & Receptions to honor students -Costs for students, faculty, staff and parents	Yes	See University Food & Beverage Policy
Charitable donations	No	
Sponsorship of events	No	
Prospective Employee Recruitment Travel costs -Faculty and Staff	Yes	See University Travel Policy
Meals for spouses of University employees involved in recruiting prospective employees	No	
Travel Costs for spouse/family of prospective employee	No	
Promotion -for Advertising of the department or college programs	Yes	As approved by the Provost
Promotional Items -for promotion of department or University (e.g. coffee cups, pens, etc.)	Yes	See University Promotional Items Policy
Alumni activities -costs incurred for, or in support of, specific department or college social alumni activities	No	
Expenses for post-secondary course, seminar, conferences or workshop whether or not for credit, using the name of the University or any of the schools or colleges	Yes	Coordinated through Office of Academic Outreach
Department break area equipment (e.g. including refrigerators, microwaves, or coffee pots) or supplies (e.g. cups, plates, napkins, cleaning supplies) for employee use	No	
Service club or social club memberships (e.g. Rotary, etc.)	No	
Parking or traffic tickets of visitors or employees	No	

Item	Allowed?	Additional Information
Personal articles that are lost or stolen	No	
Baby sitting	No	
Tuxedos or other formal wear	No	
Expenses related to personal negligence of the employee	No	
Non-business related newspapers or magazine subscriptions, books for classes (unless they remain property of the University)	No	
Costs of events related to instruction or other institutional activities , including: costs of displays, demonstrations, and exhibits; costs of meeting rooms, and other special facilities used in conjunction with shows and other special events; employee costs for setting up and displaying exhibits, making demonstrations, and providing briefings	Yes	
Professional development costs that may include national and international travel to conferences, symposiums, and training programs	Yes	See University Travel Policy
Facility construction or improvement	Yes	Coordinated through Facilities Management
Consultants	Yes	
Program initiation and support	Yes	
Dues/fees for an employee's personal membership to a professional association	Yes	Only if directly associated with required job responsibilities
Dues/fees for professional associations memberships required for employee's position	Yes	
New faculty research start-up funds	Yes	
Commencement and convocation costs	Yes	College wide events only
Costs for University-related events held in employee's home	No	

Item	Allowed?	Additional Information
Clothing for employees participating in new student programs activities, e.g. Quest	Yes	See University Apparel Policy
Clothing for college/department Student Ambassadors	Yes	See University Apparel Policy
Reimbursements for purchase or regalia to attend commencement/event	No	
Rental fee for regalia to attend commencement/event	Yes	
Student travel to conferences to present individual or faculty/student collaborative research	Yes	See University Travel Policy
Student activities such as orientations, picnics, banquets, and student organization support	Yes	See University Food and Beverage Policy
Payment or reimbursement for employee taking coursework at another institution	Yes	See Educational Aid Policy
Payment for employee certification or licensure training and/or exams	Yes	See Educational Aid Policy
Automobile rentals when traveling on official University business	Yes	See University Travel Policy
Automobile rental insurance	No	University's insurance covers vehicle rentals while traveling on official University business.
Travel reimbursements exceeding state limits with pre-approval	No	
Cleaning supplies for high traffic, special need campus areas (fitness, research labs, etc.) not serviced centrally by Facilities Housekeeping.	Yes	Must utilize the university's preferred vendor with products that meet the green cleaning initiative. Cleaning supplies for personal use are not allowable.
Tissues and hand sanitizer for students or public use space	Yes	Must be for student services or public use space.