

FUND USE GUIDELINES

Fund Use Guidelines are examples of prohibited items and may not be all inclusive. When in doubt, please refer to Budget or Procurement Department for guidance. Description of footnotes are located on page 2 of this document. Fund 7 guideline excludes Opportunity Fund indexes. Please refer to Fund 3 guidelines on allowable Opportunity Fund expenses.

For instructions on travel-related expenses, refer to the *Authorization for Travel* form located on the Accounts Payables website.

Description	Fund 1	Fund 2	Fund 3	Fund 6	Fund 7
Office/Workspace/Personal Items					
Bottled Water/Sports Drink	n ^(8,9)	n ^(3,4)	y	y	n
Business Cards	y	y	y	y	n
Cleaning Supplies	y	n ^(3,4)	y	y	n
Pictures, globes, plotted plants	n	n	y	y	n ⁽⁵⁾
Congratulatory/Condolences items	n	n	y	y	n
Decorative items: clocks, lamps, statues, pictures, etc.	n	n	y	y	n ⁽⁵⁾
Coffee, Creamers, Sugar, Plates, Utensils, etc.	n ⁽⁸⁾	n ^(3,4)	y	y	n
Department T-Shirts/Polo Shirts (not intended for daily use “uniform”)	n	n ⁽⁴⁾	y	y	n
Department Uniforms	n ⁽⁶⁾	n	y	y	n
Desk accessories: pen set, clock set, radio.	n	n	y	y	n ⁽⁵⁾
Donations/contributions to individuals or associations	n	n	y	y	n
Employee gifts (subject to reportable income on employees W-2 tax form)	n	n	y	y	n
Holiday decorations & greeting cards	n	n	y	y	n
Staff awards (subject to reportable income on employees W-2 tax form)	n	n	y	y	n
Flower arrangements	n	n ⁽⁴⁾	y	y	n
Personal convenience items: cushions, smart watch, etc.	n ⁽¹⁾	n	y	y	n

Description	Fund 1	Fund 2	Fund 3	Fund 6	Fund 7
Equipment for <i>personal</i> office use:					
Refrigerators	n	n	n	n	n
Stoves, microwaves, toaster ovens	n	n	n	n	n
Coffeemakers, servers	n	n	n	n	n

- Equipment found in a common room, such as a break room, is not considered personal use items.
- Fans and portable heaters are prohibited due to safety and compliance regulations.



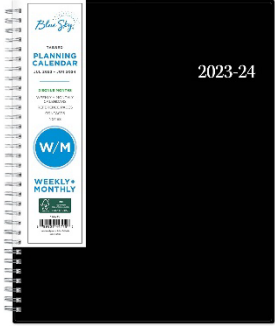









Description	Fund 1	Fund 2	Fund 3	Fund 6	Fund 7
Promotional Items:					
Mugs, Pens, bags, folders, etc.	n (2,10)	n (3,4)	y	y	n
T-shirts: Identification purposes only	n (2,10)	n (3,4)	y	y	n
T-shirts, embroidered shirts, clothing	n (2,10)	n (3,4)	y	y	n

Description	Fund 1	Fund 2	Fund 3	Fund 6	Fund 7
Meals or Refreshments:					
Advisory committees	n (2)	n (3,4)	y	y	n
Departmental meetings	n (7)	n	y	y	n
Clubs/Organization meetings	n/a	n (4)	n/a	y	n/a
Organizational Development (HR) classes	n	n/a	y	y	n/a
Continuing Education classes	n (8)	n/a	n/a	y	n/a

- 1) If item is deemed a reasonable accommodation in accordance with the Americans with Disabilities Act (ADA). Employees who may require a specific item for medical/health reasons should contact ODHR for available resources.
- 2) Promotion & Public Relations, Outreach & Recruitment, and AI Commission accounts purchase are permitted.
- 3) Subject to grant provisions as some grants allow for this type of expense.
- 4) Student Activities can purchase these items for Student Advisory, club, and organization meetings. Student Activities is also permitted to purchase food and non-alcoholic beverages. Cannot be used for employee meetings.
- 5) Public Capital Education Outlay (PECO) Furniture & Equipment appropriations, (generally associated with new building construction), permit these types of decorative items if they are for building setup.
- 6) Departmental uniforms may be purchased if required for safety, identification (such as security officers), or other business-related purposes.
- 7) Learning Day meals and refreshments are allowed because it is specifically approved by the District Board of Trustees as part of the Annual Operating Budget and is funded by a transfer of Fund 3 revenues.
- 8) Refreshments and meals are allowed for Continuing Education courses if the course description states that refreshments and/or meals will be provided, and participants sign a class roster.
- 9) Allowable for Security and Grounds Maintenance staff only.
- 10) Exceptions basis only. Contact the Procurement Department at ValenciaProcurement@valenciacollege.edu for more information.

WHAT IS A PERSONAL ITEM?

Personal Items are prohibited. Although the intended use of the item may be to conduct your day-to-day job, an item may still be considered personal. A good rule of thumb is to select items that are suitable for universal use by any employee.

NOT PERSONAL	PERSONAL
	
	
	
	
	
	



OTHER ITEMS CONSIDERED PERSONAL



- See Fund Use Guidelines for exceptions.
- Employees who may require a specific item for medical/health reasons should contact ODHR for available resources.