

**Farmingdale State College
Expenditure/Reimbursement
Guidelines**

These guidelines are intended to assist College personnel in determining whether particular types of expenditures are allowed from State* funds. Finance and Administration staff may require written justification for some categories. Please direct any questions regarding this document or items not addressed herein to the Purchasing Department (x2371 or x2245) and/or the Accounts Payable Office (x2494). For questions regarding the use of ASC, College Foundation funds, or Research Foundation funds, please contact the custodian of those funds.

*State and DIFR accounts typically begin with a 4,5,6,7, or 8.

IFR Accounts typically begin with a 90 or 91.

SUTRA accounts begin with 96.

Category	Transaction Type / Fund (State purpose, DIFR, IFR or SUTRA)	Allowable Yes/No	Special Comments
ALCOHOL	Alcoholic Beverages	No	
AWARDS	Employee/Student Awards, Certificates, Plaques, etc.	Yes	Any employee or student memento, such as certificates or plaques, must not exceed \$50 in value. Cash awards, as well as gift cards and/or gift items, are not allowed.
CARDS	Greeting Cards	No	These include Holiday, Birthday, Sympathy, Congratulatory, etc.
CONSULTANTS	Program-related consultation or professional	Yes	Businesses are paid via a requisition with invoice and receipts as back up. Payments to individuals, who are not state employees, are classified and processed as Honorariums.
CONTRIBUTIONS	Cash donations, gift cards, gift certificates, and gift	No	
DUES	Institutional	Yes	Membership must be in the name of Farmingdale State College and not an individual.
	Individual Membership to:		
	Civic or Service Club	Yes	Membership must benefit the College.
	Professional Organizations	Yes	Membership must benefit the College.
	Professional Licenses	Yes	If the license is required for the position.
FLOWERS	Instructional Purposes	Yes	When used in course instruction, i.e. Ornamental Horticulture.
	Congratulatory/Funeral/Illness: Employee & Immediate Family, Students	No	
	Administrative Professionals Day	No	
	Friends/Donors	No	
GIFTS & GIVEAWAYS	Personal/Appreciation/Memorial/Retirement/Special Occasions/Incentives	No	Gifts are not allowed in lieu of pay for working or volunteering, or for completing surveys.
	Volunteers/Employees	No	
	Non-employee	Yes	Promotional items associated with recruitment or other mission related priorities. Consider sustainability of items.
GRADUATION REGALIA	Caps, Gowns, Cords, Stoles, etc.	No	Not for students or employees.
OFFICE SUPPLIES	Breakroom supplies (coffee, paper plates, hand sanitizer, tissues, etc.)	No	
	Refreshments/office amenities for department	No	Includes food, bottled water, coffee, soda, water coolers, coffee makers, microwaves, etc.
	Cleaning Supplies	Yes	Items for computer screens, keyboard maintenance, counter space (e.g. disinfectant cleaner/wipes)
OFFICE DECOR	Decorations -- Holiday, pictures, art for office décor, flowers	No	
PARKING PERMITS OR TRAFFIC VIOLATIONS	Parking permits, towing, traffic or parking violations	No	

**Farmingdale State College
Expenditure/Reimbursement
Guidelines**

Category	Transaction Type / Fund (State purpose, DIFR, IFR or SUTRA)	Allowable Yes/No	Special Comments
PUBLIC RELATIONS	Fund Raising Activities, Alumni Activities, Dinners, Admissions Charges	No	
	Donations for name recognition, sponsorship of social events, etc.	No	
	Publicity Advertising	Yes	Must be for the advertising of FSC events and/or the recruitment of faculty/staff/students.
FACULTY/STAFF RECRUITMENT EXPENSES	Travel expenses (to & from interview)	Yes	Meals, Lodging and Airfare are paid for by candidate and processed via a candidate reimbursement on a Travel Voucher.
	Meals and food supplies at interview/meeting	Yes	See AP Website/Meal Allowable Chart
	Moving expenses	Yes	In accordance with SUNY Policy #8200 and HR Reimbursement of Moving Expenses Policy.
	House hunting expenses	No	
SOFTWARE AND COMPUTER HARDWARE	Software	Yes	Must be reviewed and pre-approved by IT. If there is a contract/agreement Legal must review.
	Printers	Yes	Must be approved and quoted by IT.
	Computers	Yes	Must be approved and quoted by IT.
	All other electronic devices	Yes	All electronic devices (iPads, Net/Note books, etc.) must be quoted via IT. All devices must be purchased via a purchase order.
SUBSCRIPTIONS	Higher Education, profession-related publications	Yes	May only be delivered to College address.
STUDENT-RELATED ACTIVITIES	Freshmen and Transfer Orientation	Yes	
	Travel	Yes	Must be related to course, program or job duties and have receipts.
	Food supplies for department orientations, formal receptions with program, and department	Yes	An announcement of the event must accompany the requisition when seeking payment.
	Monetary donations or gifts/gift cards to Student Association Groups	No	
TRAVEL	When in Travel Status	Yes	In accordance with OSC Travel Manual and FSC Guidelines. See https://www.farmingdale.edu/administration/administration-finance/travel/travel_guidelines.shtml
	Gratuity	Yes	If gratuity is customary the amount paid should be an amount that is generally acceptable, but not to exceed 20 percent.
UNIVERSITY, COLLEGE, SCHOOL OR DEPARTMENT ACTIVITIES	Attendance at community sponsored programs, seminars, workshops, conferences, and continuing education courses	Yes	If related to job duties and with advance approval, documentation required.
	Campus Receptions, Events, Activities	Yes	For extended events with a formal agenda, reason of the meeting, roster and itemized receipt. See AP Website
	Department Social Activity	No	
	Faculty/Staff Receptions	No	