

**Office of the Provost
Expenditure Guidelines**

The following grid is to assist staff in determining the source of funds for purchases within the Office of the Provost

PLEASE NOTE THAT IF ANY EVENT INCLUDES ALCOHOL THAT CAN NOT BE SEPARATED FROM THE EVENT EXPENSES USE PRF FOR THE ENTIRE EVENT.

	<u>University</u>	<u>PRF</u>
Entertainment/Meal Expenses		
Breakfast		X
Lunches	X	
Dinners	X	
Receptions	X	
Orientations, Workshops, and Forums	X	
Alcohol		X
Office Hospitality (Coffee/Drinks/Hospitality Supplies)		X
Awards		
Award Receptions/Dinners	X	
Awards/Plaques		X
Faculty Length of Service Awards (exception in place)	X	
Miscellaneous		
Tickets/Sporting Events/Food Associated with Sporting Events		X
Décor for Events	X	
Gifts/ Cards/Wrapping/Postage for gifts		X
Funeral Flowers		X
Sponsorships		X