BARNARD PURCHASING AND EXPENDITURE POLICY - SUMMARY

The following chart represents the updated purchasing and expenditure rules for the Barnard College Community. These rules are effective 12/01/09. For the required level of approval, please refer to the following:

VP – Vice President; COO – Chief Operating Officer; BD – Budget Director; DH – Department Head; PI – Principal Investigator

If there are any questions or concerns, please contact Eileen Di Benedetto, Controller, at 4-7732 or Doug Maget, Director of Purchasing, at 4-6991.

| March Marc | Type of Transaction | Barnard Fund (0-funds) | Federal/State Funds | MiniGrants, Start- ups and/or SAPL | Private Grants and/or Endowment | Required Level of Approval | Comments |
|--|--|---------------------------|------------------------|---------------------------------------|------------------------------------|-----------------------------|---|
| Part | Awards Employee Award/Incentive Programs | No | No | No | No | N/A | |
| Teach Designation Services Teach | Employee Cash Award | | | | | | |
| Color Colo | Gift Certificates to Employees | | | | | | Due to tax implications. |
| The common program The com | Research Participants/Subjects | Yes | Yes | Yes | Yes | DH or PI | |
| Vis. | Cards | | | | | | |
| | | | | | | | |
| Communication Communicatio | Postage | Yes | No | Yes | Yes | VP | |
| The Content | Conference Fees (non-meal expense) | | | | | | |
| Very | Retreats, Workshops, Training, Research | | | | | | |
| Careby | Meetings: | | | | | | For Professional Development Only: must |
| Surface Vis. Vis. Vis. Vis. Vis. Vis. District Wis. District Wis. District Surface District | Faculty | Yes | Yes | Yes | Yes | DH or PI | meet specific business purpose |
| Solicions | St. ff | V | V | V | V | DII DI | |
| Southwest | Staii | ies | ies | ies | ies | DH OF PI | |
| March Vest Vest Vest CYC No. Political Pageness | Students | Yes | Yes | Yes | Yes | Dean of the College | |
| March Vest Vest Vest CYC No. Political Pageness | Contributions | | | | | | |
| Vest | Individuals | Yes | No | Yes | Yes | COO | No Political Expenses |
| No. Yes | Not-For-Profits | Yes | No | Yes | Yes | COO | |
| No. Yes | Duos | | | | | | |
| Yes | Institutional | Yes | Yes | Yes | Yes | DH or PI | |
| Yes | Civic, Service, Private Club | | | | | | |
| Very | Professional Organizations | | | | | | 1 7 |
| | 1 Torcostonar Organizations | 1 05 | 168 | 1 08 | 105 | ווערנו | 210 required for job duties |
| Comproductory Trothes Droom Yes No. No | Event Contracts | Yes | Yes | Yes | Yes | Subject to Events Committee | |
| Comproductory Trothes Droom Yes No. No | Flowers | | | | | | |
| No. Yes. Yes. COyo's Predesponent | Congratulatory - Trustee/Donoi | Yes | No | Yes | Yes | COO or VP of Development | |
| Section Process Proc | Congratulatory - Employee | No | No | No | No | N/A | |
| Angewein and the control of the college of the coll | Funeral/Illness - Trustee/Donoi | | | | | | Subject to Human Dascureas Daliaias |
| No | runerai/mness - Employee | 1 es | 100 | res | 1 es | пк инестог | Subject to riuman Resources Policies |
| | Gifts | | | | | | |
| Appreciation | 1 7 | No | No | No | No | N/A | |
| Memorial Yes No Yes Yes Tyle OPerelogeneest | | Yes | No | Yes | Yes | VP of Development | |
| Event Takeon | Memorial | | | | | VP of Development | |
| No. | | | | | | | |
| Peace of the College Provost Solget to agonding Lantas, \$25/20 | Students | Tes | NO | Tes | ies | VF of Development | |
| Official Guests includes prospective students includes students includes prospective students includes prospective students includes includes and prospective students includes prospective students includes includes and prospective students includes includes includes and prospective students includes includes includes and prospective students includes includes and prospective students includes includes and prospective students includ | | | | | | | |
| ### State Part Part | Graduation | Yes | No* | Yes | Yes | Dean of the College/Provost | Subject to spending limits. \$25/pp |
| Medis - Employee | Official Guests of the College | Yes | No | Yes | Yes | DH or PI | students/employees, donors or official College |
| Medis - Employee | Crotuity | Vec | Vac | Vec | Vec | DH or PI | 20% or less at time of purchase only |
| Provide list of attendees: Subject to spending limits, per dien (inclusive of uxa and tip) is a complete to spending limits, per dien (inclusive of uxa and tip) is a complete to spending limits, per dien (inclusive of uxa and tip) is a complete to the per dien (inclusive of uxa and tip) is a control of the per dien (inclusive of uxa and tip) is a control of the per dien (inclusive of uxa an | · | 100 | 105 | 100 | 100 | D110111 | 20/0 of less at time of parentage only |
| No | Meals in Travel Entertaining Official Guests | Yes | No | Yes | Yes | DH or PI | \$100 per person. Alcohol permissible except for Federal Grant funds. Official Guests includes prospective students/employees, donors or official College visitors (i.e. guest lecturers, dignitaries). |
| No | | | | | | | - |
| No | Recruitment/Prospective Employee | | | | | | Provide list of attendees |
| Standing Faculty Committees | Retirement-related Meals | No | No | No | No | N/A | |
| Dept. Meetings No | | Yes | Yes | Yes | Yes | DH or PI | |
| Meals - Employee Spouse/Partner Meals - Employee Spouse/Partner | Dept. Meetings | No | No | No | No | N/A | |
| Official Guests includes prospective students/employees or official College visitor (i.e., guest lecturers). Provide list of attendees students/employees or official College visitor (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very students very students very set of DH or PI (i.e., guest lecturers). Provide list of attendees very students very students very students very students very students very students very lecture very students very lecturers. Provide list of attendees very lecture very lecturers. Provide list of attendees very lecture very lecture very lecture very lecture very lecture very lecture very lectur | Staff Retreats | Yes | No | Yes | Yes | VP | Provide retreat's agenda and participants |
| Official Guests includes prospective students/employees or official College visitor (i.e., guest lecturers). Provide list of attendees students/employees or official College visitor (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very set of DH or PI (i.e., guest lecturers). Provide list of attendees very students very students very set of DH or PI (i.e., guest lecturers). Provide list of attendees very students very students very students very students very students very students very lecture very students very lecturers. Provide list of attendees very lecture very lecturers. Provide list of attendees very lecture very lecture very lecture very lecture very lecture very lecture very lectur | Meals - Employee Spouse/Partner | | | | | | |
| Meals - Students | Entertaining Official Guests Fund Raising Activity | Yes | No | Yes | Yes | VP of DEVELOPMENT | students/employees or official College visitors |
| Provide list of attendees; Subject to spending limits, per diem (inclusive of tax and tip) is \$100 per person. Alcohol permissible except for Federal Grant funds. Meals in Travel | Recruitment-related Meals | Yes | Yes | Yes | No | DH or Pl | |
| Drientation Receptions/Activities Yes No Yes Yes Provide list of attendees; Subject to spending limits, per diem (inclusive of tax and tip) is \$100 per person. Alcohol permissible except for Federal Grant funds. Mileage Reimbursement Yes Yes Yes Yes Yes Yes DH or PI subject to LR.S. rates Diffice Expenses Decorations/Flowers/Plants No No No No No No No No No N | Meals - Students | | | | | | |
| Provide list of attendees; Subject to spending limits, per diem (inclusive of tax and tip) is \$100 per person. Alcohol permissible except for Federal Grant funds. Meals in Travel Yes Yes Yes Yes Yes Yes DH or PI Subject to I.R.S. rates Diffice Expenses Decorations/Flowers/Plants No No No No No No No No No N | Graduation Receptions/Activities | | | | | | |
| Meals in Travel Yes Yes Yes Yes Yes DH or PI Subject to LR.S. rates | Orientation Receptions/Activities | Yes | No | Yes | Yes | DH | |
| Decorations/Flowers/Plants | Meals in Travel | Yes | Yes | Yes | Yes | DH or PI | \$100 per person. Alcohol permissible except |
| Decorations/Flowers/Plants | Mileage Reimbursement | Yes | Yes | Yes | Yes | DH or PI | subject to I.R.S. rates |
| Decorations/Flowers/Plants | Office Evnenges | | | | | | |
| No | Decorations/Flowers/Plants | No | No | No | No | N/A | |
| No | Holiday | No | No | No | No | N/A | |
| Refreshments for Departmental Use Bottled Water (individual size) Water Coolers & Refills Yes Yes Yes Yes DH or PI | Pictures/Artwork/Décor | No | No | No | No | N/A | 1 |
| Refreshments for Departmental Use Bottled Water (individual size) Water Coolers & Refills Yes Yes Yes Yes DH or PI | Political Expenses or Contributions | No | No | No | No | N/A | |
| Bottled Water (individual size) No No No No No N/A Think Green! Water Coolers & Refills Yes Yes Yes DH or PI | _ | | | | | - " | |
| Water Coolers & Refills Yes Yes Yes DH or PI | | No | No | No | No | NI/A | Think Green! |
| | | | | | | | 1 milk Olecul |
| | | 1 03 | | | | | |