



Pennsylvania State System of Higher Education Expenditure of Public Funds-Guidelines, Standards, and Limits Policies/Procedures and Supplementary Information

[The Pennsylvania State System of Higher Education \(PASSHE\) Expenditures of Public Funds Guidelines, Standards, and Limits](#) ("guidelines"), as referenced in [PASSHE BOG Policy 2010-01-A: Expenditures of Public Funds](#), require PASSHE universities to develop certain policies/procedures related to the use of public funds. Commonwealth University follows [PASSHE BOG Policy 2010-01-A](#). The procedures and supplementary information outlined below are specific to Commonwealth University and correspond to the section numbers contained in the PASSHE guidelines. For sections of the guidelines where supplementary information is not included below, refer directly to the guidelines.

Commonwealth University Procedures and Supplementation Information

K. Expenditures for Food

All requests to purchase food for allowable events, as outlined in the guideline, must be made via the [Justification/Approval for Food Purchases](#) form. The purpose of this form is to ensure consistency, adequate documentation, and appropriate approvals.

K.8. Employee Recognition Events

The annual *Faculty Staff Appreciation* event coordinated by the Human Resources department is the only employee recognition event where the purchase of food with public funds is authorized.

K.11 Food and Kitchen Supplies in the Office

Water service will only be allowed in areas where potable water is unavailable or where it is provided expressly for the purpose of greeting students, parents, or outside visitors.

L. Gifts and Awards (includes promotional items)

All requests to purchase gifts and awards, as outlined in the guideline, must be made via the [Justification/Approval for Gift, Award, and Promotional Purchases](#) form. The purpose of this form is to ensure consistency, adequate documentation, and appropriate approvals.

L.2. Greeting Cards

Only the President will be authorized to use public funds to send official cards (greeting, holiday, sympathy, etc.) on behalf of the university.

L.2. Invitations to Official University Events

For purposes of this procedure, managers on the President's Leadership Council may request use of public funds to send invitations to university events. Request must be made via the [Justification/Approval for Gift, Award, and Promotional Purchases](#) form and will require the President's (or designee) approval.

L.3. Employee Awards

The annual *Faculty Staff Appreciation* event coordinated by the Human Resources department is the only employee recognition event where the purchase of awards using public funds is authorized. The maximum amount of an award may not exceed \$100 and should be a university logo item or other non-cash award.

L.5b and c. Gifts and Awards to Students and Others

Students (for outstanding service or achievement)

- Use of public funds is allowed to purchase certificates, plaques, and/or gift cards, preferably to the University Store (not to exceed \$50). Certificates and plaques should specify the recipient and the type of recognition (through printing or engraving). Requests to purchase gifts and awards must be made via the [Justification/Approval for Gift, Award, and Promotional Purchases](#) form.

Others (for outstanding service or achievement; honorariums for an unpaid speaker/performer; gift exchange with an international college or university)

- Use of public funds to purchase non-cash gifts and awards of no greater than \$100 to recognize outstanding service or achievement by a volunteer, alumnus, community member, official visitor, or other friend of the university is allowed. Every attempt should be made to specify the recipient and the type of recognition (through printing or engraving). If recognition and award items are not engraved, they should include a Commonwealth (Bloomsburg, Lock Haven or Mansfield) University logo and be relevant to the reason why the gift/award is being given. Requests to purchase gifts and awards must be made via the [Justification/Approval for Gift, Award, and Promotional Purchases](#) form.

Approved:



Dr. Jeffery Osgood, Interim President

8/25/25

Date