

As we approach the end of the 2015-2016 academic year, the Finance Division would like to highlight and clarify financial policy matters often raised during the graduation season. If you have any questions, please contact cua-accountspayable@cua.edu or askprocurement@cua.edu.

Regalia

- The purchase or rental of regalia is **considered a personal expense** of the employee and **therefore is not an expense that will be reimbursed or directly paid by the University.**
- For additional discussion, please refer to [Prohibited Transaction Policy](#)

Awards and Prizes to Graduating Students (Cash and Non-Cash)

- **Cash and non-cash awards** can **only** be given to outstanding students for exemplary academic performance.
- **Awards** are given to students when no formal entry or submission has been made by the student to win the award.
- **Prizes** are given to students who have submitted entries to a judged competition, for example, the best architectural design, best short story, or music or poster competitions.
- **Proper documentation** must be submitted to Accounts Payable which includes the **Direct Pay Form and student award letter.**
- Non-Cash awards and prizes must to be reported on **Gift Card Log.**
- These payments may be subject to tax.

Department Celebrations

- Departmental celebrations **require pre-approval in writing by the Provost (Academic Area) or appropriate cognizant Vice President.**
- Spending should be appropriate, reasonable, and prudent. Expenses deemed excessive and unnecessary may be denied by the Vice President of Finance.
- **Appropriate use of university funds** for department celebration include **work-related achievements** such as marking the achievement of a major departmental goal or the end of the academic or fiscal year.

Purchases at the University Bookstore

The University **Procurement Card** may be used to purchase reasonable and necessary items at the **University Bookstore and Pryzbyla Center** which supports the University operations and are **in line with [Procurement Policy](#), [Procurement Card Policy](#) and [Prohibited Transaction Policy](#).**

These purchases must be made **at the request of and/or with written pre-approval by one of the following: the President, Provost, Vice President, Dean or Chair.** You must scan and attach the written approval along with the receipt to the Pcard transaction in ESP System. The Business Purpose also must be entered in the ESP "Notes" field.

Examples of Allowable Expenses:

- Gifts for donors; items with CUA logo. You must complete and submit the [Gift Card Log](#) to cua-tax@cua.edu.
- Entertaining donors with meals
- Folders, binders, and other materials with CUA embossed logo for University meetings and conferences

Expenses Not Allowed:

- Textbooks and other purchases for students
- Gifts for employees, including clothing with CUA Logo
- Office supplies; the University has a contract with Staples to buy supplies