**Summary Guidelines - Hospitality and Purdue Research Foundation**

Guidelines associated with the “frequently asked questions” are highlighted below. Addressed in a summary fashion, they are pulled from the Purdue University Hospitality and Purdue Research Foundation SDIP fund policies as well as guidelines for promotional items. Exceptions to these policies should be routed through the business office to the Dean for approval.

**Guidelines for Departmental Meetings:** Meals and refreshments are allowable for seminars, retreats, workshops and orientations as well as working breakfast/lunch/dinner meetings when employees are giving up personal time to conduct PU business. The names of the individuals attending should be included in the backup documentation as well as an agenda and/or a brief description of the business discussed.

**Gifts (Purdue Research Foundation funds only):**

* Gifts for employees are only allowed if presented as part of department or university sponsored recognition programs;
* Retirement gifts should be less than $400 and presented at a departmental function to employees retiring with at least 5 years of service;
* Placards and mementos expressing appreciation for long-term service of staff, or safety achievement, as part of University or departmentally sponsored recognition program. The total value of such awards to an individual may not exceed $400. To abide by IRS regulations, recipient must have more than five years of service at the University and have not received another length of service award, unless a de minimis fringe, during the tax year or the previous four tax years.
* Placards and mementos of little intrinsic value given as gifts to non-staff volunteers (i.e., Dean’s Advisory Council, guest speakers).
* Gifts to donors should not exceed $104 or 2% of the value of the gift, whichever is less. Please consult with the Advancement office with any questions or guidance regarding donor gifts.

**Giveaways of items purchased on University funds** – University policy allows for the use of promotional items of minimal value ($15 or less) to promote university programs. These items are not intended to be distributed to staff but rather to groups such as students, prospective students, members of the community or other constituencies. Promotional items must contain minimal characteristics, details of which can be found at the following link: <http://www.purdue.edu/business/account/pdf/Marketing%20promo%20revised.pdf>

**Holiday events:** Events are allowed and can be themed (cultural, holiday, other); however, they must have one of the valid business purposes listed within the policy.

**Purchase of Flowers:**

* When purchased for decoration at university events or as a student learning activity, flowers are allowable on university funds;
* Funeral flowers (and sympathy cards) are allowable on Purdue Research Foundation funds for staff, donors and students.

If a more thorough understanding of these guidelines is needed, links to the full policies can be found on the Polytechnic Business Office webpage under PBOC Purchasing Center. <https://polytechnic.purdue.edu/business-office/pboc-purchasing-center>.