

State University of New York College of Technology at Canton Expenditure/Reimbursement Guidelines  
January 19, 2023

The following guidelines are intended to assist University personnel with determining if an expenditure is allowable from state funds. State funds include Revenue Offset, DIFR, IFR, and SUTRA funds. These guidelines have been established based upon guidance from the Office of the State Comptroller and SUNY System Administration. To satisfy state audit requirements, pre-approval is required by the VP of Administration prior to any purchases. Business Office staff may require written justification regarding how the item purchased or service rendered is program or mission related and/or beneficial to the University. Please address any questions regarding this document or items not addressed in this document to the University Accounting Office (x7338) and/or the Purchasing Office (x7555). Please contact these offices directly if have questions regarding use of their funds - College Association, College Foundation, or Research Foundation.

Category	Transaction Type / Fund (State Purpose, DIFR IFR or SUTRA)	Allowable Yes/No	Special Comments
ALCOHOL	Alcoholic Beverages	No	
AWARDS	Employee Awards, Certificates, Plaques, etc.	No	
	Student Awards, Certificates, Plaques, etc.	Yes	Student mementos, such as certificates or plaques, must not exceed \$50 in value. <b>Cash awards, gift cards and/or gift items are not allowed.</b>
CANDIDATE (FOR NEW YORK STATE POSITIONS) AND/OR GUESTS, SPEAKERS, CONSULTANTS, STUDENT RECRUITS TO CAMPUS EXPENSES	Travel expenses (to & from campus)	Yes	Commercial transportation may be purchased on the existing NETcard or via candidate/guest reimbursement on a Travel Voucher. Be sure to identify that you are calling from a state agency and are tax exempt. Receipts must be itemized. Budget restrictions may apply.
	Rental Vehicle	Yes	Must be rented by candidate/guest and reimbursed on a Travel Voucher. Mileage and dates of rental must coincide with Canton business.
	Meals and food supplies at interview/meeting (must be provided on campus by Chaney during business hours)	No	Alcoholic Beverages
		Yes	Candidate and employees/students (not spouses or family of candidate.) Names of interview committee must be included. If a committee wishes to take a candidate to lunch, they can do so on campus by obtaining lunch vouchers from HR.
		Yes	Higher level administrative position interviews (Dean level or higher) may take candidates to dinner. A maximum of three employees + candidate is allowable. Names of all attendees with receipt is required. If a member of the committee has a NET card, this expense can be charged to that. Meal should not exceed per diem rate, and alcohol is not allowable.
	Lodging expenses (student recruits)	No	For any employee and/or student over the maximum of 3, without prior written approval from VP of Administration.
		Yes	On-campus housing On campus housing is preferred, however if a special circumstance arises, it would be considered with proper justification. The charge would be put on a NET card, and prior approval is required. State rate and tax exemption is required.
	CANDIDATE EXPENSES- FACULTY/STAFF	Moving expenses	No
House hunting expenses		No	
CARDS & POSTCARDS	These include Holiday, Birthday, Sympathy, Congratulatory, Invitations etc.	No	The only exception is for the recruitment and retention of students
CHEMICALS & OTHER HAZARDOUS MATERIALS	Must be purchased via qualified personnel, familiar with the proper handling and storage. If there is any doubt, contact Environmental Health & Safety at x7631	With proper procedure	Per The Federal "Hazard Communication" Law and New York State's Right-To-Know Law, NYS employees must have SDS documentation on file in the Environmental Health & Safety Office along with annual training to the employees that are using the products.
CONSULTANTS (business)	Program-related consultation or professional, speaker, performer, guest lecturer, etc.	Yes	An Agreement of Service must be reviewed by The Purchasing Department before engagement with any consultant. Businesses are paid via a purchase order. An invoice with receipts as back up must be turned in when the service is completed for payment. Payments to individuals, who are not state employees, are classified and processed as Honorariums.
CONTRIBUTIONS	Cash donations, gift cards, gift certificates, and gift items	No	
	Institutional	Yes	Membership must be in the name of SUNY Canton, not an individual and approved by the VP of Administration

<b>DUES</b>	<b>Individual Membership to:</b>		
	Civic or Service Club	Yes	Membership must benefit the University and be in the name of the University. Approval of VP of Administration required.
	Professional Organizations	Yes	Membership must benefit the University and be in the name of the University. Approval of VP of Administration required.
	Professional Licenses	Yes	If the license is required for the position and benefits the University. Approval of VP of Administration required.
	Subscriptions	Yes	Higher Education or professional in the name of the University and to the benefit of the University. Approval of VP of Administration required.
<b>ENTERTAINMENT CONTRACTS</b>		Yes	With prior review and approval of the terms and conditions by the VP of Administration.
<b>FLOWERS</b>	Instructional Purposes	Yes	When used in course instruction, i.e. Art class.
	Congratulatory/Funeral/Illness: Employee & Immediate Family, Students and Sporting Events	No	
	Administrative Professionals Day or any other holiday	No	
	Friends/Donors/Non-employee	No	
<b>GIFTS &amp; GIVEAWAYS</b>	Personal/Appreciation/Memorial/Retirement/Special Occasions	No	
	Volunteers/Employees/Donors	No	
	Non-employee/Speaker	No	
	Recruitment items	Yes	With prior review and approval from the division Vice President. This must be submitted with quote to Purchasing.
<b>GRADUATION REGALIA</b>	Caps, Gowns, Cords, Stoles, etc.	No	Not for students or employees.
	Honors Cords for SUNY Canton Honors Program participants	Yes	Must be part of the Honor's Program.
<b>HONORARIUM (individual)</b>	Employees from New York State Agencies	Yes	Must have a program purpose and be processed via New York State Payroll. Must have an agreement of service reviewed and signed by the VP of Administration. If a Canton employee, the service must not be related to their NYS job duties/description.
	Non-employee/Speaker	Yes	Must have a program purpose and an agreement of service reviewed and signed by the VP of Administration prior to the commitment
<b>OFFICE SUPPLIES</b>	Breakroom supplies (coffee, paper plates, hand sanitizer, tissue, band aids, first aid kits, etc.)	No	
	Decorations -- Holiday, pictures, art for office decor, flowers	No	
	In Home Office Expenses	No	No in-home office expenses are allowable unless the in-home office is officially designated (in HR records) as an official workstation for the employee.
	Small appliances	No	No air conditioners, fans, heaters, microwaves, refrigerators, coffee makers, water purifiers
	Cleaning, Disinfecting, Diffusers, or Air Purifiers	No	Contact Facilities
<b>PARKING PERMITS OR TRAFFIC VIOLATIONS</b>	Parking permits, towing, traffic or parking violations	No	
<b>PUBLIC RELATIONS</b>	Fund Raising Activities, Alumni Activities, Meals, Admissions Charges	No	
	Donations for name recognition, sponsorship of social events, etc.	No	
	Publicity Advertising	Yes	Must be for the advertising of Canton events and/or the recruitment of faculty/staff/students and approved by the Public Relations Team. Publicly displayed banners are included.
<b>REFRESHMENTS FOR DEPARTMENT USE AND MEETINGS</b>		No	Includes food, bottled water, coffee, soda, water coolers, alcohol, etc.
<b>SOFTWARE AND COMPUTER HARDWARE</b>	Software	Yes	Must be approved by IS and all software must be processed via a requisition and approved. All software must be in the University's name and registered to Information Services at isoperations@canton.edu. Renewals are not exempt.
	Printers	Yes	Must be approved and quoted by IS and processed via a requisition. <i>Printer purchases are very limited.</i>
	Computers	Yes	Purchased 2 times per year (Spring & Winter) Pricing available on IS Website. Must be processed via a requisition.

	All other electronic devices	Yes	All electronic devices (iPads, Net/Note books, etc.) must be quoted via IS and be processed via a requisition and reported to Property Control.
<b>STUDENT-RELATED ACTIVITIES</b>	Awards	No	
	Freshmen, Transfer, and JumpStart Orientation	Yes	Must have program purpose. Agenda or outline are required.
	Travel	Yes	Must be related to course, program or job duties and have itemized receipts. Refer to the Travel webpage for travel rules and per diem rates. Budget restrictions may apply.
	Food supplies for department orientations, receptions, and graduation events.	No	State funds are not to be used for meals or food. Exception is for off campus recruitment events in excess of 35 miles. Must be program related. Staff or faculty involved with the programming may be included. Roster must be included with invoice.
	Monetary donations or gifts/gift cards to Student Association Groups	No	
<b>TRAVEL</b>	When in Travel Status	Yes	In accordance with Canton's Travel Guidelines. See <a href="https://www.canton.edu/travel/">https://www.canton.edu/travel/</a>
	Gratuity	Yes	If gratuity is customary the amount paid should be an amount that is generally acceptable, but not to exceed 20 percent.
	Registration fees for attendance of community sponsored programs, seminars, workshops, conferences	Yes	If related to job duties and with advance approval, documentation required.
<b>UNIVERSITY, COLLEGE, SCHOOL OR DEPARTMENT ACTIVITIES</b>	Attendance at community sponsored programs, seminars, workshops, conferences, and continuing education courses	Yes	If related to job duties and with advance approval, documentation required.
	Faculty/Staff Retreats, Planning and Administrative Training Meetings, Faculty/Staff Orientation	Yes	Activities organized to specifically enhance employee performance and communication or operation of division/department. Formal agenda, purpose of meeting, and roster are required. Food and drinks are not allowable.
	Working Lunches	No	
	Department Social Activity	No	
	Faculty/Staff Receptions	No	Includes retirement receptions, personal occasions, planning meetings, etc.