

## Clone of Seek Sandbox <sup>[1]</sup>

Legend:  = Additional Approval Required  = Special Fund Use

ITEM (GOODS/SERVICES)	ALLOWABILITY	CONDITIONS
<b>Alcoholic Beverages Expenses</b>		
For official functions	Yes	PPS Alcoholic Beverages Purchased for University Events
For donor cultivation, solicitation, and stewardship official functions	Yes	PPS Alcoholic Beverages Purchased for University Events
For fundraising events	Yes	PPS Alcoholic Beverages Purchased for University Events
For conferences hosted by CU	Yes	PPS Alcoholic Beverages Purchased for University Events
For employees in travel status	No	Note, however, that official functions may occur in travel status, in which case official function procedures apply
For resale by a licensed establishment	Yes	
For research purposes and for purposes that do not include personal consumption (e.g., using alcohol as an ingredient in the preparation of food or for cleaning costumes)	Yes	
<b>Automobile - Related Expenses</b>		
University - owned vehicle expenses	Yes	APS Operation of University Vehicles
Commercial vehicle rental expenses or trip fares, or taxi/shuttle service	Yes	
Private vehicle expenses	Yes	(only mileage is reimbursable)

ITEM (GOODS/SERVICES)	ALLOWABILITY	CONDITIONS
Insurance	Yes	
Moving or stationary vehicle violation tickets	No	
<b>Break Room Equipment Expenses</b>		
Basic equipment for taking meals or snacks within the workplace, such as simple refrigerators, microwaves, stoves, coffee pots, toasters, water filtration	Yes	
Equipment for employee entertainment, such as televisions, stereos, VCRs, DVD players	No	
<b>Conference Expenses</b>		
Costs of conferences hosted by CU	Yes	It is assumed that wherever possible, conference registration fees cover the cost of food, decorations, awards and other needs of the conference
Costs of attendance at conferences hosted by other entities	Yes	
<b>Donation Expenses</b>		
Donations to other entities including food, travel, and other expenses in support of the donation	No	Unless waiver obtained as set forth in the
<b>Donor Cultivation, Solicitation, and Stewardship Expenses</b>		
Incurred to raise support for the University or University of Colorado Foundation	Yes	Requires use of advancement/development funds (Fund 36) If including what would otherwise be considered fundraising events, see Accounting Handbook Chapter Fundraising Events See also Fundraising Expenses, below
<b>Fetal Tissue</b>		

ITEM (GOODS/SERVICES)	ALLOWABILITY	CONDITIONS
Human	Yes	Requires requisition in CU Marketplace regardless of dollar amount Requires purchase from authorized supplier - contact for additional assistance
<b>Flowers, Fruit Baskets, and Greeting Cards</b>		
For decorative purposes associated with an official function	Yes	
For expressing holiday, get-well, or congratulation wishes	No	
For community relations (external) support/indications of goodwill or esteem, restricted to individuals or organizations who have, or may have, connections to the system or campus instructional, educational, research, or public service missions	Yes	Requires approval by the appropriate officer
For donor cultivation, solicitation, and stewardship	Yes	Requires use of advancement/development funds (Fund 36)
For expressing condolences upon the death of current students	Yes	Requires approval by the appropriate officer
For all major life events for the employee or immediate family member of the employee. Per the Administrative Policy Statement (APS) <u>Glossary</u> <sup>[6]</sup> definition, <i>Immediate family is a spouse, domestic partners, civil union partner or dependent child.</i> (Note that major life events, as considered by this procedural statement, are birth, death, and significant illnesses. Birthdays and minor illnesses—e.g., colds and flu—are not covered.)	Yes	Requires approval by the appropriate officer
<b>Food and Related Consumables</b>		
Food and related consumable items for the employee's personal consumption (not in travel status and not at official functions)	No	
Consumable items necessary to maintain the cleanliness of employee break room, such as paper towels, dish detergent, and sponges. Does not include items such as plates and silverware.	Yes	

ITEM (GOODS/SERVICES)	ALLOWABILITY	CONDITIONS
Beverage service available in the general public area or reception area of an organizational unit hosted by a university employee who is either at/above the level of Chair/Director (prohibited in individual offices of university employees) or who is involved in donor cultivation, solicitation, and stewardship activities	Yes	Service must be intended for official guests of the University (i.e., non-employees) For donor cultivation, solicitation, and stewardship, requires use of advancement/development funds (Fund36)
<b>Food for events</b>		
For official functions—common types of events include:	Yes	For all these events, see
Community relation functions, external - directly related to University's instructional/research/public service mission;	Yes	
Donor cultivation, solicitation, and stewardship official functions;	Yes	Requires use of advancement/development funds (Fund 36) See also Donor Cultivation, Solicitation, and Stewardship Expenses, above
Employee recognition/appreciation events and retirement functions;	Yes	For recognition events, see also Recognition Expenses, below
Goodwill functions - for official guests/volunteers to indicate goodwill or esteem;	Yes	
Recruitment functions - to enlist new employees, faculty, post-/pre-doctorates, student athletes, etc.;	Yes	For recruitment functions, see also Recruiting Costs for Prospective Employees/Students, below. Note that for student athletes, athletic policies also apply
Training functions;	Yes	For training functions, see also Training Expenses, below

ITEM (GOODS/SERVICES)	ALLOWABILITY	CONDITIONS
Multi-campus or multi-unit (i.e., not reporting to the same officer) events;	Yes	For multi-unit or multi-campus events, the participating units may not report to the same officer, and the events may not occur more often than monthly. (Appropriate vice chancellor can approve single-unit meetings or meetings more frequent than monthly.)
Student functions - hosted for students, and directly related to student/educational development (e.g., student recognition, student recruitment, and student program development)	Yes	
Student residential life activities/functions	Yes	
Conferences	Yes	See Conference Expenses, above
Fundraising events	Yes	See also Fundraising Expenses, below
Meals for employees in travel status	Yes	
<b>Fundraising Expenses</b>		
Incurred to raise support for the University	Yes	See also Donor Cultivation, Solicitation, and Stewardship Expenses, above
<b>Gifts or Tokens</b>		
For employees, associates, and other individuals (including students), in the form of cash or non-cash items	Yes	See Recognition Expenses, below
For supporting organizations as an indication of goodwill or esteem or event-related advertisement		
Cash (given as a donation)	No	See Donations, above
Non-cash	Yes	

ITEM (GOODS/SERVICES)	ALLOWABILITY	CONDITIONS
For donor cultivation, solicitation, and stewardship		See Donor Cultivation, Solicitation, and Stewardship, above Requires use of advancement/development funds (Fund 36)
For employee recruitment		See Recruiting Costs for Prospective Employees/Students, below
Internet Connections from a Personal Location	No	Unless approved on a temporary basis by the appropriate Vice President or Vice Chancellor of Finance or her/his designee
License Fees, Memberships, or Dues	Yes	
Moving Expense Reimbursement (includes House Hunting Expenses)	Yes	
<b>Parking</b>		
Fees paid by employee at a primary work location	No	
Tickets (received either on or off campus)	No	
Fees associated with an employee in travel status	Yes	
Rate-based parking paid by employee at a secondary work location	Yes	Must define primary work location
Prepaid parking or meter keys not purchased directly from the University	No	
Prepaid university parking permits or meter keys	Yes	For organizational unit use related to secondary work location parking incurred by employees or for official visitors where there is a contractual obligation. Organizational unit must maintain logs (or equivalent thereof) to demonstrate use.

ITEM (GOODS/SERVICES)	ALLOWABILITY	CONDITIONS
<b>Passports</b>		
(to include fees for passport photos, costs of birth/health/identity certificates, and charges for inoculations)	Yes	See conditions for Visas, Green Cards, and/or Immigration Fees for entry into U.S. and for Visas for exiting U.S., below
<b>Political Expenses</b>		
(cash or in-kind contributions to campaigns involving the nomination, retention, or election of any person to any public office, or to urge voters to vote in favor of or against a ballot initiative)	No	
<b>Recognition Expenses</b>		
Awards, rewards, and prizes	Yes	
Staff Appreciation Meals (where the approved meal is the award and no separate awards are being given)	Yes	
Recognition Events	Yes	For related Gifts see Flowers, Fruit Baskets, and Greeting Cards and Gifts or Tokens, above
Recruiting Costs for Prospective Employees/Students	Yes	Activities must be directly related to work position/field of study/reason for recruitment (exceptions may be authorized by the appropriate officer) For student athletes, athletic policies also apply Reimbursements for family member(s) of the recruit must be approved by the appropriate officer
Reimbursements	Yes	As restricted by
Retirement Parties	Yes	See Recognition Expenses, above

ITEM (GOODS/SERVICES)	ALLOWABILITY	CONDITIONS
Student Recruitment Host Per Diems	Yes	<p>\$30 per diem is allowed to student hosts to cover costs associated with official recruiting visits for potential students (no receipts required)</p> <p>Requires fully executed agreement between student host and organizational unit, detailing responsibilities/activity dates</p> <p>For student athletes, athletic policies also apply</p>
<b>Tickets to events</b>		
Admission tickets to event, purchased by the University	Yes	
Complimentary tickets to university events (provided by the University)	Yes	<p>For tickets given as donor cultivation, solicitation, and stewardship, see those expenses, above – requires use of advancement/development funds (Fund 36)</p>
Tips	Yes	<p>For tips on meal service related to Official Functions, the maximum allowable amount is 20% of the final bill (including tax and, if relevant, delivery charge), if the final bill does not already include a tip. If the final bill includes a set amount (of any percentage) for gratuity, then no additional tip may be provided.</p> <p>For tips on ground service transportation and other items related to travel status, see <a href="#">PPS Travel</a> <sup>[3]</sup></p>



ITEM (GOODS/SERVICES)	ALLOWABILITY	CONDITIONS
<b>Training Expenses</b>		
Functions or activities that are directly related to university work tasks and their related costs, such as team - building exercises focused on the workplace, and supplies/materials	Yes	Training function must have a written agenda Subject matter/focus of activities must be directly related to work environment/work tasks
Non-work-related activities and their related costs, such as sporting league registrations/fees and team uniforms	No	
<b>Uniforms and Work Clothes</b>		
(e.g., provided by campus police or facilities management office for use at work, or by organizational unit for use at a conference or other event	Yes	Reported as wages to the employee unless employee is required to wear the uniform while conducting official university business for the organizational unit, and the uniform is not suitable for everyday wear. Note: Uniforms resembling everyday wear will not be reported as wages if the individual value is less than \$75 or if the organizational unit prohibits the employee from wearing the uniform for personal use
<b>Visas, Green Cards, and/or Immigration Fees for entry into U.S.</b>		
Fees for permits/documents as required by students, scholars, researchers, or employees <b>in order to conduct necessary university study/work and where there is a direct employment requirement by the U.S. Department of Homeland Security to obtain the permit/document</b> (to include fees for passport/visa photos, foreign country exit fees, costs of birth/health/identity certificates, charges for inoculation/medical test...not to include ancillary costs such as charge for doctor's office visit)	Yes	All documents must be approved by the campus international student and scholar services office

ITEM (GOODS/SERVICES)	ALLOWABILITY	CONDITIONS
Fees for permits/documents required for immediate family members of students, scholars, researchers, or employees	Yes	Must be approved by the appropriate officer All documents must be approved by the campus international student and scholar services office.
Visas for exiting U.S.	Yes	Ancillary costs included only if required as a condition of passport, visa, and/or sponsored research and such examination could not be obtained at a university facility. Transportation costs to passport/visa-issuing office included only if employee traveler's presence at that office is required and the office is outside employee's primary work location area

### Groups audience:

Controller

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