

Inappropriate Use of Funds - Spending

Summary/Purpose: General items that cannot be purchased using any funds controlled or maintained by the University of Mississippi.

University funds may **NOT** be used for the following types of expenses:

- Alcoholic beverages, set-ups, bartender, and/or corkage fee
- Flowers as gifts or expressions of condolence
- Holiday greeting cards (purchase, printing, postage)
- Holiday decorations, except for areas directly related to students or children (e.g., Willie Price University Nursery School, residence halls)
- Donations or contributions
- Gifts or tokens of appreciation. The policy of the University is to refrain from paying for gifts with university funds. The Procurement Services Office is not authorized to pay for gifts charged on the Small Purchase Procurement Card or otherwise, regardless of the source of funds. Gifts should always be purchased with private funds, either personal or from the University Foundation
- Unallowable Entertainment
- Entertainment of university employees except as allowed by the University Entertainment Policy. An example would be Christmas parties.
- Expenditures for theatre or similar events as a form of entertainment except for areas directly related to students or children.
- Refrigerators, microwaves, or coffee pots, unless as replacement for original building equipment or when needed for instructional or research purpose or for conferences, workshops, or meetings sponsored by the University for the public.
- Coffee, cream, sugar, soft drinks, cups, napkins, etc., when intended predominantly for consumption/use by university employees, unless otherwise covered by the university's entertainment guidelines.
- Food or refreshments for staff meetings or breaks.