

Effective: April 6, 2010

Administrative Policy
EXPENDITURES FOR UNIVERSITY RELATIONS

Approved: April 6, 2010
President's Cabinet

Fostering good relations between the Pennsylvania State System of Higher Education Universities and the public as well as the Universities' communities is vital to the support and promotion of the State System and the furtherance of its mission.

The purpose is to establish guidelines, standards, and limits for programs and times utilized by the University to promote and foster goodwill with the general public and its campus community.

The Chancellor, in conjunction with the Presidents may establish criteria for items that promote the System or its Universities. The cost of such promotional items shall be of a de minimis nature. Examples of de minimis value items that may be acceptable under this policy include, but are not limited to, promotional materials with University logos such as mouse pads, disposable pens, notebooks, and greeting cards.

Each event will have a maximum cost of \$100 (the IRS allowed token gift limit) per person. If the cost is over \$100 per person, a strong justification is needed and special approval is required by the appropriate Vice President.