

SJU Policy on Departmental Purchases

Floral Purchases and Tributes

Tributes – In the event of the death of an employee or an employee's spouse, parent (step and parents-in-law), or children and step children, only the President's Office has the authority to make floral purchases for tributes or memorials on behalf of St. John's University (the University). An individual or departmental tribute, other than those originating from the President's Office, will not be paid for or reimbursed by the University.

Individual Department's responsibility when requesting flowers or memorials:

Access this link (<https://www.csbsju.edu/forms/QGP5NPPFWC0F0SC8UG82HX4ETNSPA7.aspx>) to place your online request

- Provide all the details regarding the event, including employee/family member's name, funeral home address/phone, date and location of service with address/phone, etc.
- Provide a departmental budget number to which the floral purchase or memorial will be charged.

Please direct questions regarding tributes to the President's office, ext. 2247 or 2882.

Should a specific department or individuals wish to send a separate floral arrangement (other than referenced above) or gift to an employee for a birth, marriage, illness, or death, they are to be paid for from personal funds of such individuals and will not be paid for or reimbursed by the University.

Non-Employees – Floral purchases to a non-employee (i.e. a major donor, member of the board) will be paid for or reimbursed provided that the appropriate documentation and substantiation is provided to the Business Office on an *employee reimbursement form or other appropriate form*. The substantiation must clearly state the necessary business purpose for the purchase.

Gifts to Faculty, Staff and Non-Employees

Employee Gifts - Gifts to individual employees (including student employees) will not be paid for or reimbursed. The University will not pay for employee gifts or lunches pertaining to special events such as birthdays, employment anniversary days, Administrative Professional's Day or Boss' Day.

Retirement and Recognition Gifts - The Human Resources Department oversees the purchasing of retirement and recognition gifts presented at annual employee retirement/recognition events. Other retirement and recognition gifts will not be paid for or reimbursed by the University.

Departing Employees - The appropriate Vice President must approve any expense incurred with respect to a departing employee. Any gifts to departing employees should be reviewed by the Business Office to determine any tax consequences to the recipient prior to incurring the expense. This includes expenses incurred for departing gifts and parties in accordance with HR policy.

Christmas Parties and Gifts - Currently, the Order hosts an annual Christmas party that all employees are invited to attend. As long as the organization hosts an annual party, individual departmental holiday parties will not be paid for or reimbursed by the University. In addition, the University will not pay for or reimburse employee (including student employees) holiday gifts.

Water Coolers and Beverages

The University provides adequate access to drinking water and thus will not pay for or reimburse for water coolers, bottled water or sodas for employee's consumption.

