

**Murray State University**  
**Discretionary Expenditure Regulations**

Category	Expenditure Type	Source of Funds				Comments
		(note 1)	(note 2)	(note 3)	(note 4)	
		University Non Discretionary	University Vending	MSU Foundation	Minimum Approval Levels	
		(note 7)	(note 7)	(note 7)		
1. <b>Awards / Trophies / Plaques</b>	a. Employee Award / Incentive Programs	Yes	Yes	Yes	Pres	Must be part of a documented employee award / incentive program approved by the President.
	b. Student Awards	Yes	Yes	Yes	Dean/Dir	Must be part of a documented student award program approved by the Dean or non-academic VP.
	c. Non-employee Award / Recognition	Yes	Yes	Yes	Pres	Must be part of a documented award / recognition program approved by the President
2. <b>Decorations / Cards / Events</b>  (holiday / seasonal / special occasion / general)	a. Greeting Cards	No	Yes	Yes	Dean/Dir	
	b. General Campus	Yes	Yes	Yes	Pres	
	c. Open Lobby / Dept Lobby Decorations [general only]	Yes	Yes	Yes	Dean/Dir	
	d. Open Lobby / Dept Lobby Decorations [holiday, special occasion, seasonal]	No	No	No		
	e. Individual Office Decorations	No	No	No		
3. <b>Contributions / Donations</b>		No	No	Yes	VP	
4. <b>Dues</b>	a. Institutional	Yes	Yes	Yes	VP	Membership must be in the name of the Murray State University and not a department or individual.  (a)-By exception of VP
	b. Individual -					
	- Civic	No	No	No		
	- MSU Faculty Club	No	No	Yes	VP	
	- Private Clubs	No	No	Yes	Acct Mgr	
- Professional Licenses	No (a)	Yes	Yes	Acct Mgr		
- Professional Organizations	No	Yes	Yes	Acct Mgr		
5. <b>Subscriptions</b>	a. Professional Journals	Yes	Yes	Yes	Acct Mgr	Delivery must be to University address
	b. News Publications	Yes	Yes	Yes	Acct Mgr	Delivery must be to University address
	c. Civic / Service Publications / Journals	No	Yes	Yes	Acct Mgr	Delivery must be to University address
6. <b>Entertainment Contracts</b>		Yes	Yes	Yes	Acct Mgr	Valid contract required
7. <b>Flowers</b>	a. Instructional Purposes	Yes	Yes	Yes	Acct Mgr	
	b. Public University Events	Yes	Yes	Yes	Acct Mgr	
	c. Congratulatory	No	Yes	Yes	Acct Mgr	
	d. Employee Retirement	No	Yes	Yes	Acct Mgr	
	e. National Secretary / Admin Asst / Bosses Day / Special Occasion	No	No	No		
	f. Funeral/Illness -					
- Employee & Immediate Family (as defined in HR Policy IV J)	No	Yes	Yes	Acct Mgr	(note 6)	
- Friends / Donors / Students	No	Yes	Yes	VP		
8. <b>Public Relations</b>	a. Tickets to Alumni Activities	Yes	Yes	Yes	Dean/Dir	Employee Only-must be job related
	b. Tickets / Admission to external organization programs / Meals	Yes	Yes	Yes	Dean/Dir	Employee Only-must be job related
	c. University sponsored fund raising / PR functions	Yes	Yes	Yes	Dean/Dir	Employee Only-must be job related
9. <b>Guest Expenses</b>		Yes	Yes	Yes	Acct Mgr	Pay in accordance with University Travel Regulations
10. <b>Relocation Expenses</b>		Yes	Yes	Yes	VP	
11. <b>Gifts (cash &amp; gift cards)</b>		No	No	No		Gift cards permitted for students if directly related to University mission. Vice President approval required.
12. <b>Gifts (non-cash)</b>	a. Employee -					
	- Appreciation/Thank You	No	No	Yes	Acct Mgr	
	- Memorial	No	Yes	Yes	Acct Mgr	(note 6)
	- Retirement	No	Yes	Yes	Acct Mgr	
	- Special Occasion	No	No	No		
	- Sporting Event Tickets	No	No	No		(note 5)
	b. Students	Yes	Yes	Yes	Acct Mgr	For non-employee related activities, must be University mission related.
	c. Camps/Program Participants/Non-employees	Yes	Yes	Yes	Acct Mgr	With justification related to specific program
	d. Friends/Donors -					
	- Appreciation/Thank You	Yes	Yes	Yes	VP	
	- Memorial	Yes	Yes	Yes	VP	(note 6)
	- Retirement	No	Yes	Yes	VP	
	- Special Occasion	No	Yes	Yes	VP	
- Sporting Event Tickets	No	Yes	Yes	VP		

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<b>13. University, College or Department Activities</b>	a. Faculty/Staff Retreats	Yes	Yes	Yes	VP	Must be work related and attendance at University's request
	b. Administrative Training Meetings	Yes	Yes	Yes	Dean/Dir	
	c. Conferences and Continuing Education Workshops / Courses	Yes	Yes	Yes	Dean/Dir	
	d. Community Related Programs	Yes	Yes	Yes	Dean/Dir	
<b>14. Meals</b>	a. Alcoholic Beverages	No	No	Yes	VP	Excludes meals while on travel status (a) Permissible when employees are required to remain on campus after normal working hours.
	b. Employee -					
	- Department Social Activity <i>Examples: National Secretary/Admin Asst/Bosses Day, Departmental Holiday Functions</i>	No	Yes	Yes	Acct Mgr	
	- Birthdays/Personal Occasions	No	No	No		
	- Entertaining Official Guests	Yes	Yes	Yes	Acct Mgr	
	- Employee Orientations/Receptions	Yes	Yes	Yes	Acct Mgr	
	- Working Meals	No (a)	Yes	Yes	Acct Mgr	
	- Employee Recruitment	Yes	Yes	Yes	VP	
	- Retirement Receptions/Meals	No	Yes	Yes	Acct Mgr	
	- Fund Raising	Yes	Yes	Yes	Acct Mgr	
	- University Sponsored Functions <i>(Official University Receptions, Honors Day, Graduation, Homecoming)</i>	Yes	Yes	Yes	VP	
	c. Employee Spouses -					
	- Department Social Activity <i>Examples: National Secretary/Admin Asst/Bosses Day, Departmental Holiday Functions</i>	No	No	No		
	- Birthdays/Personal Occasions	No	No	No		
	- Entertaining Official Guests	Yes	Yes	Yes	Dean/Dir	
	- Employee Orientations/Receptions	No	Yes	Yes	Dean/Dir	
	- Working Meals	No	No	No		
	- Employee Recruitment	Yes	Yes	Yes	VP	
	- Retirement Receptions/Meals	No	No	No		
	- Fund Raising	No	Yes	Yes	Dean/Dir	
	- University Sponsored Functions <i>(Official University Receptions, Honors Day, Graduation, Homecoming)</i>	No	No	No		
	d. Students -					
	- Official University Receptions, Honors Day, Grad, Homecom	Yes	Yes	Yes	Acct Mgr	
- Residential College Programs	Yes	Yes	Yes	Acct Mgr		
- Orientations	Yes	Yes	Yes	Acct Mgr		
- Departmental Graduation Programs	Yes	Yes	Yes	Acct Mgr		
Gratuities on all meals, limited to 15 % unless required by vendor)						
<b>15. Refreshments</b>	a. Departmental Use <i>(i.e., coffee service, bottled water, refreshment supplies, etc)</i>	No	Yes	Yes	Acct Mgr	

**Notes**

- University non-discretionary funds are limited to the following account types:  
 All ledger 2 E&G accounts (campus codes 10, 20, 30, 40, 50)  
 All ledger 3 auxiliary accounts (except vending and manual commissions) (campus codes 10, 20, 30, 40, 50)  
 All Ledger 5 grant & contract accounts (except where contract/agreement specifies otherwise) (campus codes 10, 20, 30, 40, 50)
- University Vending funds are the only discretionary funds within the University and are Ledger 3 vending and manual commission accounts. (campus codes 10, 20, 30,40, 50)
- All MSU Foundation funds are limited to accounts that are unrestricted or restricted for departmental operational use. (campus code 91) Any exceptions to the above accounts requires approval by the Foundation Executive Director.
- Minimum Approval Levels-  
 President  
 Vice President  
 Deans/Directors (Deans and Administrative Department directors)  
 Account Managers
- Athletic job related tickets excluded
- For funerals, monetary gifts, in lieu of flowers, not to exceed \$50, may be made to family-designated charities or memorial funds.
- If on University travel status, University Travel Regulations will supersede these spending guidelines.