Inappropriate Expenditures

Flowers, gift baskets, cakes, candy, etc. ordered to recognize birthday, promotions, retirements, congratulations and get well wishes, etc. are not approved expenses and cannot be paid from your Muhlenberg College account. These remembrances are considered personal in nature and should be paid from personal funds and not Muhlenberg College funds.

The College Chaplain should be contacted regarding congratulations on birth announcements and expressions of sympathy for Muhlenberg College employees and their immediate family members. Any official recognition of these events will be ordered and authorized by the President or Chaplain. Sympathy memorials, congratulations bouquets or floral arrangements from an individual and or department are considered personal in nature and are not an authorized expenditure. If your department chooses to order flowers, congratulations or remembrance items, you will need to pay for those items from personal funds. Only those remembrances authorized by the Chaplain will be paid by Muhlenberg College. The College Chaplain will release information to the college community regarding birth and death announcements upon authorization by immediate family members.

Since we are a not for profit entity, we are not authorized to make donations or contributions of Muhlenberg College funds to other outside organizations. If you wish to make a donation to a charity or cause, personal funds should be used.

Food, candy, beverage items or paper products purchased for the office or for office socials are considered personal in nature and will not be reimbursed or paid for with Muhlenberg College funds. Please do not purchase candy for reception areas and submit for reimbursement. This type of expenditure is not approved.

Faculty and administrative meetings should not be scheduled as departmental luncheon or dinner meetings. Preapproval from the administrative vice president is required to receive reimbursement for refreshments for departmental meetings.

Holiday or seasonal purchases are also considered personal in nature and will not be paid through college accounts. Holiday luncheons, party trays, gifts, flowers, decorations, etc. are not authorized expenses. Gifts for co-workers, student workers, interns or for other departments are not authorized expenses. Off campus holiday luncheons will not be reimbursed with department funds. These types of invoices will not be paid with Muhlenberg College funds. Interoffice mailing of Christmas greetings is discouraged as it increases workload in the mailroom operation.

Many offices employ student workers. Holiday parties/gifts and graduation parties/gifts for students are not an authorized expenditure. If a group wants to celebrate special occasions for their student workers, personal funds should be used.