

**Student Activities Expenditure Guidelines**  
**Effective October 22, 2010**

Door Prizes

\$25 value per prize  
\$100 maximum per event

Tickets/Gift Certificates

Given only as door prizes or awards  
Not for general distribution  
Subject to above limits

Field Trips

Use activities van for up to 15 people  
Must provide driver  
Bus rental – minimum of 30 people  
Prior approval through Purchasing Office

Contributions

Not from funds allocated by committee  
Only from funds/proceeds from fund raising activities

Refreshments/Meals

Limit \$100 per meeting/event  
Exceptions granted for larger groups

Expenses/ Fees for Sponsors

Paid from activity funds only if students are participating

Apparel

Jerseys only for club sports and cheerleaders  
No shoes may be purchased  
Some exceptions may be granted  
Purchases made through Purchasing Office

Catering, vehicle rentals, tent and equipment rental, contracts and travel must be arranged through Purchasing and Business Office.

Cash advances require a 1 week notice.

These guidelines also apply to credit card and petty cash purchases.

Exceptions may be requested in writing to the Vice President of Administration and Finance.