

BASIC STATE SPENDING GUIDELINES Link here	Allowed	Not Allowed
Alcoholic beverages and “setups”		x
Authorized moving expenses for new employees must be paid from discretionary or foundation funds and charged to account code 51530 .		x
Examples of inappropriate purchases of promotional items from state funds would be the purchase of t-shirts, coffee cups, six-pack coolers, lunch bags , or other items which would primarily be used for personal purposes and/or would have more than a nominal value. Articles of clothing or meal related items generally fall in this category unless they are part of a required uniform (would not then be considered a promotional item).		x
Food, coffee, tea, drinks, candy, snacks, break refreshments, etc. for consumption by employees or guests		x
Food, flowers, and plants are permissible when purchased for use in research, education, or for consumption by research animals rather than for decorative or personal use.	√	
Framing of pictures, art, diplomas etc for use in a personal office for decorative purposes. Exceptions include the purchase/framing of motivational or informational wall hangings which are functional rather than decorative in nature.		x
Get well, sympathy, birthday, Christmas, or holiday cards		x
Gifts for flowers for an employee or non-employee		x
Immigration and Naturalization (INS) Fees are allowable if the fees are for paperwork required of the employer and not the employee. Allowable fees include payment for the I-129, the I-140, and the I-907 . The expediting fee for an H1B Visa may be paid from state funds if the salary source is state funds.	√	
Items for personal use		x
Medications (pain relievers, aspirin, etc.) and/or medical supplies for staff/employees other than as may be required by federal or state regulations or for emergency first aid is not allowable.		x
Membership dues may not be paid for individual employees or for the benefit of an individual employee.		x
Membership dues must be for the benefit of the university and not the individual. If the university is to benefit from an individual's membership in an organization, that benefit should derive not because of the individual, but because of the individual's position with the university, regardless of who is in the position.	√	
Microwave ovens, coffee pots, refrigerators, or related items for personal office use		x

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<p>Moving expenses - may be paid from state funds when: a) a change of residence is deemed to be in the best interests of the university, when such a change is required as a result of a promotion within the university or by a change in assignment involving the transfer of the employee for the advantage and convenience of the university. b) the move is accomplished within 90 days. The department head may approve an extension of an additional 90 days. An extension in excess of the 180 days must be submitted to the University Budget Office and approval obtained in writing from the Office of State Budget, Planning and Management. c) The new duty station is 50 miles for more from the existing (or prior) duty station.</p>	√	
<p>Party items or other decorative items to decorate an office for a holiday or party or general decorative use.</p>		x
<p>Passports and visas - Reimbursements for costs incurred in obtaining or renewing a passport may be made to an employee who, in the regular cause of his/her duties, is required to travel overseas in the furtherance of official university business. Passport expenses are chargeable to the same fund that supports the employee's trip.</p>	√	
<p>Payment for processing forms (for example, I-485, I-765 and I-539) required of the prospective employees are not allowable.</p>		x
<p>Payments for food/refreshments for continuing education classes/workshops - In the case of certain continuing education classes/workshops which are operated within State Budget codes (selected projects within project no. range 3-01000 through 3-49999) and which are paid from participants' fees, there is an established procedure for payment of food/refreshments so long as it is part of the fee charged to participants. A trust fund must be established and the portion of the revenue which is to be used to pay for the food/refreshments must be deposited into the trust fund. Payments for the food/refreshments must then be made from the trust fund. Under no circumstances may these payments be made directly from the State Budget Code project.</p>	√	
<p>Payments of awards to employees for the Employee Suggestion system</p>	√	
<p>Personal clothing items or t-shirts which are not part of required uniforms, safety related, or program related</p>		x
<p>Picnic tables or picnic items (paper plates, cups, napkins, forks, spoons, etc) for a department, office/employee</p>		x
<p>Plants or flowers (live or artificial) for decorative use in an office</p>		x
<p>Portable water dispenser rentals and the purchase of bottled water</p>		x

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<p>Promotional Items (purchased for advertising purposes to be given to an employee or non-employee). Normally, the item would have the name of a department or program printed on it with a message or telephone number. Promotional items paid from state funds should be minimal value and should be charged to the advertising code (53700). In the cases of office supplies which may have the name of a department printed on them at nominal cost, these items would be coded to the supplies object code. Examples of appropriate purchases of promotional items from state funds are as follows:</p> <p>a) Health/safety related-example, purchase of small refrigerator type magnets or pencils with the university's emergency telephone number on them, it being in the best interests of the university and the state to ensure that the emergency number is readily available. b) Mission and program related - example, purchases of pencils with NCSU's name and admissions number on the pencils by the University's Admission's department. c) Office supplies with the name of a department or workshop printed on the materials so long as the cost of the printing is not excessive.</p>	√	
<p>Scholarship - only if they are part of a legislatively approved and separately budget scholarship program.</p>	√	