

DFA Administrative Detail: #30 - 6

Retirement Spending for Gifts

1.0

4.0 CITATIONS AND LINKS TO APPLICABLE STATE LAW, CSU POLICIES, ETC.

CSU Executive Order 1000, delegates authority and responsibility to the President for effective oversight of all state funds held by the campus and all funds held in a fiduciary capacity. The campus Chief Financial Officer shall be the primary campus financial officer in respect to administration of these delegations of authority. <http://www.calstate.edu/edo/EO-1000.html>

The Integrated California State University Administrative Manual (ICSUAM) was created to respond to the need for an efficient and effective means of providing clear, concise, yet comprehensive guidance to California State University management and staff regarding business and financial affairs <http://www.calstate.edu/icsuam/sections/1000/1301.00.shtml>

The Internal Revenue Service (IRS) Publication 525 provides guidance on how to apply reportable income when an employee receives a gift in the form of tangible personal property. <http://www.irs.gov/pub/irs-pdf/p525.pdf>

5.0 PROCEDURES

When determining whether a hospitality expense is appropriate, the approving authority must evaluate the importance of the event in terms of the costs that will be incurred, the benefits to be derived from such an expense, the availability of funds. A reception for a retirement setting is an occasion when the provision of hospitality is permitted. Therefore a Retirement Gift is deemed a bona fide business purpose and can be purchased with university resources however such purchases are restricted to the Campus TM955 fund and Campus Auxiliaries.

6.0 DEFINITIONS

Approving Authority – a person to whom authority has been delegated in writing to approve expenses for meals, light refreshments, and other amenities described within the policy.

Awards and Service Recognition – something of value given or bestowed upon an individual, group or entity in recognition of service to the university or achievement benefiting the university; e.g. financial prizes, trophies, plaques, and flowers.

Gift – something of value given or bestowed upon an individual, group, or entity with the expectation of benefit accruing to the university or for other occasions that serve a bona fide business purpose.

Hospitality – the provision of meals (catered or restaurant) or light refreshments (beverages, hors d'oeuvres, pastries, cookies), entertainment services, promotional items, gifts, awards and service recognition. Hospitality includes expenses for activities that promote the university to the public, usually with the expectation of benefits accruing directly or indirectly to the CSU.

7.0 CONTACTS

For Further Information, please contact:

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