

## Spending Guidelines FAQs

***Q. If I'm going to have multiple similar events requiring food, do I need to fill out the Justification/Approval for Food Purchases form for each event?***

A. If the events are a similar type and use the same vendor, you may obtain a blanket Rush Order (RO) number from the purchasing department. Please refer to the next question "*How do I request a blanket RO for food*" for instructions on establishing a blanket RO. The [Justification/Approval for Food Purchases form](#) must still be completed and submitted with each invoice/receipt; however, the form does not require additional VP/Dean approval.

***Q. How do I request a blanket RO for food?***

A. To establish a blanket RO, you need to send an email to your VP/Dean and ask that they forward their approval to [PurchasingROApproval@bloomu.edu](mailto:PurchasingROApproval@bloomu.edu). Your email request should include the following information: event type (please refer to [Spending Guidelines](#), Section K for allowable event types), vendor and estimated dollar amount. Please note: a separate RO# will be required for each different event type. All blanket RO's will be required to be entered into SAP as a PR so the funds are encumbered in the requestor's budget.

***Q. My original blanket RO was approved by my VP. Now I need to increase the amount. Do I need to send a new request or can I just add onto the one already established?***

A. To increase a blanket RO, please forward the original blanket RO email approval to your VP/Dean and request permission to increase, providing the dollar amount and reason. The VP/Dean should then forward their approval to [PurchasingROApproval@bloomu.edu](mailto:PurchasingROApproval@bloomu.edu). The purchasing department will then increase the original purchase order so the additional funds are encumbered.

***Q. Can I still purchase food on my food purchasing card? If so, do I still need to fill out a Justification/Approval for Food Purchases form with VP/Dean approval for each purchase?***

A. If you have a food purchasing card, you may still use it to purchase food. Because your food card has already been approved by a VP, you do not need to have each individual purchase approved again by your VP/Dean. You still must fill out the food form for each purchase and attached it with the food purchase receipt when submitting your monthly purchasing card reconciliation, but you are not required to obtain approval signatures on each form. Your supervisor will be approving your monthly statement and should be reviewing the food purchases for adherence to the Spending Guidelines.

***Q. How do I know if I should use a Justification/Approval for Food Purchases form or a Business Meeting Meals Payment Voucher form?***

A. The [Business Meeting Meal Payment Voucher](#) should only be used when there are external parties present, such as candidates, speakers, recruiters, or employees from other PASSHE entities, and the agenda of the meeting clearly indicates that work is conducted during the meal. The [Justification/Approval for Food Purchases](#) form should be used for all other events where food is requested.

**Q. I want to recognize a student for outstanding service or achievement. What are my options?**

A. Use of public funds to purchase gifts and awards for students is allowed. Bloomsburg University limits the amount of each gift and/or award to \$25. Gifts and awards to recognize student service or achievement must be one of the following:

- Certificate
- Plaque
- Gift card to the University Store

Requests to purchase gifts and awards must be made via the [Justification/ Approval for Food Purchases](#) form.

**Q. Do I need to fill out a Justification/Approval for Gift/Award/Promotional Purchases to buy materials to make awards for students?**

A. No, it is not necessary to fill out the form and obtain VP approval if you are just purchasing supplies (certificate paper and holders) to make and assemble the certificates/awards yourself. Also, it is permissible to use your purchasing card for these purchases. The Justification/Approval for Gift/Award/Promotional Purchases form must be completed for custom plaques/awards only (i.e. Wagner's Trophies & Engraveables).

**Q. Can I use my department budget to purchase greeting cards?**

A. No. Only the President is authorized to use public funds to send official cards (greeting, holiday, sympathy, etc.) on behalf of the University.