

VCSS 0001

September 19, 1996

Authority to Approve Entertainment Expenses (per Policy)

Linda Moore

Director of Administrative Services

Campus entertainment policy (Section IV A-C) requires that Deans and/or Vice Chancellors approve the following types of entertainment expenses:

1. Entertainment expenses when direct reports to the Vice Chancellor/Dean host official events.
2. Breakfast, lunch, or dinner meetings providing that: (1) the purpose of the meeting is discussion, (2) an alternative meeting time not involving a meal would be impractical, and (3) generally at least one-half of the participants are non-University personnel.
3. Coffee and light refreshments at campus events and meetings in excess of \$250.00.

With this letter, I hereby redelegate this authority to you as the Director of Administrative Services. Please note that only the authority to approve entertainment expenses within campus policy is redelegated in this memo, not exceptions to campus policy. Approval

of expenses which are exceptions to entertainment policy continue to require my approval. This authority is effective immediately and may not be further redelegated.

John Azzaretto

Interim Vice Chancellor -- Student Services & Enrollment
Management

cc: Chancellor Orbach

Accounting Office -- Accounts Payable

Administrative Budget Office