I. Policy

This policy outlines the guidelines for purchasing flowers, plants or special gifts by departments, and college contributions of food and memorial funds.

II. Scope

This policy applies to all faculty and staff.

III. Procedures and Guidelines

A. Flowers, plants and gifts can be billed to departments when the purchase is related to departmental business. Receptions for parents and/or students, and decorations for special events are examples of departmental-related expenses.

B. Purchases of flowers, plants or gifts for an individual within or affiliated with a department (sympathy, congratulations, birthdays, Christmas, retirements) should not be billed to departmental budgets. Rather a department can establish a “flower/gift fund” if they choose, consisting of personal employee contributions.

C. Should an occasion arise that does not fit one of the above guidelines, the departmental budget manager should obtain permission for the expense from the appropriate vice president and submit the expense, initialed by the vice president, to the Office for Financial Services.

D. The President’s and/or Dean’s Office will send flowers and plants on behalf of the College when appropriate (illnesses, deaths). In the event of an employee death or the death of an employee’s spouse or dependent child, Luther College will provide a $500 support gift to the family to be used for food and hospitality costs for the funeral or memorial service.

E. Student deaths have a different procedure and the details are coordinated by College Ministries and the Student Life Office.

F. The College does not make contributions to memorial funds. Should a department wish to make a contribution of this nature it must consist of personal employee contributions.