

## Grossmont-Cuyamaca Community College District

### Appropriate Use of Funds for Expenditures

Examples of Potential Expenditures	Funding Sources		
	Fund 11 Unrestricted G.F	Fund 12 Restrict G.F	Fund 79 Trust Fund

#### **Meals, Refreshments & Entertainment**

1	Alcoholic beverages	N	N	N
2	Meals & refreshments for <b>Convocation/Commencement</b>	PA	PA	PA
3	Meals & refreshments at <b>working meeting</b> during meal period	N	N	PA
4	Meals & refreshments for <b>major staff development**</b> event/ training (Events and Trainings 3 or more hours)	PA	PA	PA
5	Meals, refreshments & entertainment for student events	N	PA	PA
6	Meals & refreshments for department staff parties (retirement/holidays)	N	N	PA
7	Meals & refreshments for interview committee	N	N	PA
8	Candy & snacks for departments	N	N	PA
9	Coffee/Tea service for department use	N	N	PA
10	Refreshments for current community partner meeting as permitted by funding source guidelines.	N	PA	PA

#### **Promotions, Gifts & Other Items**

11	Hand cream, etc. for personal use	N	N	N
12	Sanitizer and cleaning wipes (FMO *Custodial Standard List may be ordered through a requisition)	PA	PA	N
13	Decorations - public and common areas/seasonal	N	N	PA
14	Flowers to staff or family	N	N	PA
15	Cards & gifts for staff and students	N	N	PA
16	Tickets/Purchase of table for fund raiser	N	N	PA
17	Logo shirts to staff and students (not uniform)	N	PA	PA
18	Token logo and promotional items (<\$20) for staff & students	N	PA	PA
19	<b>District Owned</b> Large/small appliances for common staff areas	PA	PA	PA

N = Not Allowable

PA = Prior Approval - **must** be pre-approved by the Site Business Officer and **must** be authorized by the funding source. Documented approval is required.

\* Custodial Standards: Cleaning products and approved vendor list for use at all sites. Personal preference requests will be denied.

\*\* **Major staff development** focuses on enhancing employee skills, knowledge, and career growth through structured activities like training, mentoring, and workshops that are in line with the mission and goals of GCCCD