



SEPTEMBER 2018

GIFTS AND GIFT CARDS

Gifts and gift cards may be purchased for visitors, volunteers, speakers and guests. The cost must be modest (normally, less than \$50 each) and cannot be purchased for students, employees or members of their immediate family. Gifts, gifts cards and prizes may only be purchased for specific purposes and must be distributed within 30 days of purchase. **They may not be purchased in bulk and set aside for future use.** The complete Gift, Gift Card and Prize policy along with other University policies that seem to generate the most questions can be found on the [Business Expense Policy Highlights document on the CMU Business Credit Card Website](#).

ENTERTAINMENT ACTIVITIES

With the beginning of the 2018-2019 academic year, many departments hold events to welcome returning and introduce new faculty and staff. This is also a good time to review the University policy that covers these events. University programs and activities should be held at university facilities or public venues whenever possible. For on campus catered functions, Campus Dining shall be utilized. While meals and other activities may take place off campus, use of campus facilities is strongly encouraged. Due to potential liability concerns, employees should contact Risk Management, 774-3741, when considering holding events at their home.

CMU BUSINESS CREDIT CARD RENEWAL REMINDER

If you have not used your CMU Business Credit Card recently, please remember to **check the expiration date on the card**. Many CMU Business Credit Cards expired on 8-31 and there are still a number of renewed credit cards in Payroll and Travel Services that have not been picked up yet. If you are carrying an expired CMU Business Credit Card it is unusable and should be destroyed.

Reminder – September ActivePay Deadline is Friday, September 28th, 2018 at 5 PM

Statistics for August (08/25/18 to 09/24/18)

Total Spend	\$1,039,416.23
Total Number of Transactions	5,101
Average Charge	\$203.77
Open Credit Cards	1,169.00
Cards with Activity	683

Thanks,
Payroll and Travel Services

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