

College funding of apparel with GRCC logo - Spending Guidelines

Purpose

These guidelines are intended to permit a BCO to use college funds for purchasing GRCC logo apparel for their staff, while also providing guidelines for the fiscally wise use of College resources and funds under the control of Budget Control Officers/Executive Budget Control Officers.

The Purchasing Department shall communicate this information on a regular basis to Budget Control Officers with responsibility to use college funds and other resources.

Apparel

Apparel such as: sweatshirts, T-shirts, jackets, baseball caps, etc. with a GRCC logo can only be worn by GRCC staff for the purpose of identification to students, employees and the community. The apparel would be appropriately worn when providing direct service to students and customers or to be worn at busy times or when representing the college on or off-campus.

Apparel may be purchased by a BCO, with the approval from the EBCO, for staff members or for event staff volunteers.

Eligible Departments: These guidelines are intended for department staff whose responsibilities include student service. It is not intended to govern departments whereby wearing of college apparel is mandated due to specific job-related responsibilities.

Purchasing Limit: Allow BCO's to spend, with prior approval from EBCO, up to \$1,000 a year from their budget for college apparel. When making a purchase that is over \$1,000, the Purchasing Department will handle the transaction. Provide the name of the preferred vendor and cost of the item(s) to Purchasing.

List of approved vendors can be obtained from Purchasing.

Restrictions

Staff may not purchase any items (including GRCC apparel) for their own use with college funding.

Apparel may not be purchased, with college funding, for team building or general college purposes.