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Sent: Friday, June 13, 2014 8:29 AM
To: controllers_office@lists.wsu.edu
Subject: [Controllers_office] Employee Appreciation Events
Attachments: ATT00001.txt

Good morning, Area Finance Officers,

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Reminder of WSU Employee Appreciation Event Policy

The Controller's Office would like to remind everyone of the policy on employee appreciation events. Each division or department may have one employee appreciation event **per year** supported with discretionary funds. The cost of the event cannot exceed **\$15 per attendee**. This amount includes any food, nonalcoholic beverages, paper goods, tax, tip, catering fees, etc. Please be aware that neither State nor discretionary funds may be used to pay for alcoholic beverages at an employee function. Please see the BPPM under [70.33](#) or contact Gerik Kimble, Payment Services Manager, at gerik_kimble@wsu.edu directly.

As an additional reminder, please remember to review the 17A policy before expending discretionary funds ([70.33](#)).

**Controller's Office
Washington State University**

We would like to hear from you. If you have questions, comments or concerns related to this mail list or suggestions for content, please contact Joy Morton at joy.morton@wsu.edu. Please feel free to forward this message to anyone in your unit who would benefit from announcements and timely updates on Business Services/Controller's Office processes and procedures.

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