

WESTERN MICHIGAN UNIVERSITY



Office of the Vice President for Business and Finance and CFO

October 22, 2007

To: All University Officers, Deans, Chairpersons, Directors,
Managers and Supervisors

From: Diane Anderson, Vice President for Student Affairs *Diane K Anderson*
Lowell Rinker, Vice President for Business and Finance *Lowell Rinker*
Bassam Harik, Interim Provost and Vice President for Academic Affairs *Bassam Harik*

Subject: Holiday Expenses

Several years ago, the Administration addressed some concerns over the expenditure of University funds for holiday related items. These included the mailing of holiday cards, holiday parties or receptions, and gifts for faculty/staff/students.

As was done then, we are discouraging expenditures of this sort unless there is clearly an exceptional need. In such cases, expenditures should be approved by the appropriate vice president, and non-fund 11 sources should be used. We do understand the need to show appreciation for the hard work our employees contribute to our success. Many departments already acknowledge their faculty, staff and students at no cost to departmental budgets, and we encourage other departments to do so as well.

We remind you all that we are still in a tight budget year and we have asked our Accounts Payable and Purchasing offices to be alert to unnecessary spending. We appreciate your assistance in helping us all get through another lean budget year.

c: President John Dunn
✓ Mr. Jerry Fuss
Mr. Donald Penskar