MEMORIALS, HONORARIUMS AND EXPRESSIONS

POLICY

1. Upon the death, serious injury or illness of a current or former member of the Board of Trustees, student body or an employee, the college may, as an expression of sympathy or concern, send a floral arrangement, wreath or donation to a person or cause. The cost shall not exceed $75 unless approved by the president or executive vice president.

2. Upon the death, serious injury or illness of a college benefactor or the profession benefactor, the college may send a plaque, donation, floral arrangement or any other similar token of recognition at a cost and characteristic as the president or executive vice president may choose.

3. The requesting department shall submit all vital information and purchase requisition to the senior executive assistant to the president or the executive assistant to the executive vice president. Upon approval from the president or executive vice president, the Business Office shall process the purchase requisition and forward the approval to the requesting department.