Revised: 09-02-21

- Postal and other delivery charges, including messenger fees;
- College program payments to or on behalf of individuals qualified for the program's *Benefits* (e.g., scholarships);
- Subscriptions for journals, informational publications or similar materials (electronic or hard copy);
- Utility hook ups and line extensions performed by a utility company;
- Utility services, including by way of example, telephone services (both land lines and cell phones), electrical, water, natural gas, sewer, cable, internet, trash, recycling or similar services;
- All athletic fees associated with conference affiliation;
- All bond issuance costs, and;
- Other disbursements approved in writing by the Vice President for Finance and Administration.

3. COLLEGE

3.1 Standard Provisions. All *Purchase Orders* issued by the College shall include the College's standard *Purchase Order* Terms and Conditions, which may be found in Appendix II of this document.

3.2 . In situations where the College is issuing a *Purchase Order* to another *Agency* or *Institution of Higher Education*, the College may change or delete any standard provision.

3.3 Revision of Standard Terms and Conditions. The College, when issuing a *Purchase Order* to a *Party* other than another *Agency* or *Institution of Higher Education*, shall not change or delete the standard *Purchase Order* provisions unless it obtains prior written approval of the Chief Procurement Officer or

such obligation, unless the *After-the-Fact Purchase* is ratified by the Vice President for Finance and Administration.

5.3

- A receiving report need not be prepared for personal service expenditures.
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An employee of the College shall not receive any type of *Benefit* by virtue of their position unless such *Benefit* is provided under this Rule. An employee shall not have the authority to grant any perquisites, nor shall any

8. EXCEPTIONS TO RULE

Any voluntary separation incentive plans established for College employees shall be governed by applicable state statute.

Rule 4-9 MOVING AND RELOCATION

Moving and relocation expenses for employees exempt from the State Personnel System are allowable in accordance with applicable College policies. Moving and relocation expenses for employees in the State Personnel System are only allowable as expressly provided in the State Personnel Rules.