

WESTERN MICHIGAN UNIVERSITY



Office of the Vice President for Business and Finance

November 12, 2013

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

FROM: Diane Anderson, Vice President for Student Affairs *DCA*
Timothy Greene, Provost and Vice President for Academic Affairs *T.G.*
Jan Van Der Kley, Vice President for Business and Finance *J.V.D.K.*

RE: 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 to others then specific cards related to development activities, holiday parties or receptions, and gifts for faculty/staff/students.

As was done then, we are once again discouraging expenditures of this sort unless there is clearly an exceptional need. In such cases, expenditures should be approved by the appropriate vice president before the expenditure is incurred, 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 appreciate your attention to this matter.

c: President John Dunn
Ms. Kelly Davidson

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