

From: Murphy, Jennifer
Sent: Monday, November 12, 2007 11:23 AM
To: GRP-Department Heads
Cc: GRP-APS Customer Advisory Group; GRP-Executive Support
Subject: Holiday Guidance - Payments & Purchasing Requests and Holiday Functions

Good Morning:

*****Please note and pass on this important information to the appropriate employees in your department*****

1. Payments and Purchase Orders

U. T. Austin's Accounting and Purchasing offices will be **closed December 24 through January 2, 2008 for the Holidays**. Consistent with prior years' Holiday Seasons, U. T. Austin will **not** cut any checks for System or U. T. Austin, nor will anyone be physically present in these departments during this time period.

Please plan accordingly with any time sensitive payments that your department needs to have processed. As a guideline, if you need a check cut prior to December 24 or a purchase order prepared, please have the request in OSS-Accounting and Purchasing Services **no later than December 17**, with an indication that a check must be cut or purchase order issued by noon on December 21.

2. Holiday Functions Reminder

An excerpt from the [U.T. System Administration Administrative Policy on Entertainment Expenses and Guidelines on Other Uses of Institutional/Gift Funds](#) regarding holiday functions is below:

”Appendix A ...Holiday Functions

Holiday function expenses/reimbursements may not exceed \$15 per full-time employee in attendance at the event. This amount must cover all costs, including facility rental (if applicable), food and beverage, and decorations, exclusive of taxes, service charges and gratuities. Guests from other departments can be counted in the \$15 per person amount only if they are not counted as part of an event hosted by any other department.”

Please note that: tax and tip are **not** included in the \$15 per full-time employee maximum amount, and suggested gratuity is 15%. Example: If your department has five full-time employees and you have a function that, after tax and tip, resulted in a total bill of \$80, you can request the full \$80 be reimbursed.

Please call us with any questions.

Thank you,
Jenny

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