

LUTHER COLLEGE

POLICIES AND PROCEDURES

Department:	President's Office
Subject:	Memorials and Flowers
Date Issued:	September 12, 2006
Updated and Reviewed By:	The Office of the President – August 3, 2021
Approved By:	President's Cabinet – August 24, 2021

I. Policy

This policy outlines the guidelines for purchasing memorials and flowers/plants by departments, including the event of the death of an employee, spouse or dependent child.

II. Scope

This policy applies to all college faculty, staff, and students.

III. Procedures and Guidelines

- A. Purchases of flowers, plants or gifts (sympathy, congratulations, birthdays, Christmas, recognitions, in appreciation, thank you, student worker Christmas or graduation) for an individual within or affiliated with a department should not be billed to departmental budgets. A department can establish a "flower/gift fund," if they choose, consisting of personal employee contributions.

The Offices of the President and/or Provost will send flowers and plants on behalf of the College when appropriate.

- B. Student deaths have a different procedure and the details are coordinated by College Ministries and the Student Engagement Office.
- C. The College does not make contributions to memorial funds. Should a department wish to contribute, it must consist of personal employee contributions.
- D. Should an occasion arise that does not fit one of the above guidelines, the departmental budget manager should obtain permission for the expense from the appropriate vice president/provost and submit the expense, with documentation of approval, to the Office for Financial Services.

IV. Confidentiality and Record

Documentation of College expenditures is kept by the Office for Financial Services. All documentation is destroyed after seven years, per the Records Management and Confidential Destruction Policy.