Applies to: All Facilities Management Department Employees

GUIDELINES:
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PURPOSE:
To establish guidelines that ensure all Facilities Management Department employees understand the guidelines for purchasing floral arrangements and gifts for serious illness and bereavement.

DEFINITIONS:
N/A

PROCESS:
If you have an employee in your group that you want to send bereavement flowers to, please follow these steps:

Step 1: Double check the university policy. Does the circumstance for sending flowers meet the criteria in the policy?

Step 2: Call Dierbergs 800-844-6007 (you will need the FMD account # - contact FMDsupply@wusm.wustl.edu to get account #)

- Please limit the cost to $50
- Dierbergs will ask for your name

Step 3: Please send e-mail to FMD supply, FMDsupply@wusm.wustl.edu, letting them know you placed a flower order.

Tell FMD Supply:

- Employee name who you ordered for and the relationship of the person the flowers are in memory of

FMD supply will receive the invoice from Dierbergs;

- This invoice lists the name of the person who requested the flowers.
- FMD supply will pay the invoice from your department funds.

Please see below for more clarification:

http://finance.wusm.wustl.edu/Finance/Entertainment,%20Recruitment,%20Gift,%20Travel,%20an...
Floral purchases or gifts have been approved where the employee is hospitalized or home recovering from a serious illness, to celebrate births of children of the employee, marriage of the employee or if there is a death in the employee’s immediate family. "Immediate family” is defined in the University’s Funeral Leave Policy, (Immediate family includes a spouse, domestic partner, child, stepchild, grandchild, parent, stepparent, parent-in-law, daughter-in-law, son-in-law, brother, sister or half brother or sister). Such purchases are not to be reimbursed when sent to someone other than the employee with the exception of memorial gifts in the event of the death of the employee. Gifts are reviewed for reasonableness and most will be reported as taxable by the University. Please provide the name of the employee and the reason. Sending flowers to faculty or staff members in another department is not allowed.”