

Applies to: All Operations & Facilities Management Department Employees

**GUIDELINES:**

Issued: December 5, 2014

Revised: July 9, 2021

**PURPOSE:**

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

**DEFINITIONS:**

N/A

**PROCESS:**

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**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 Walter Knoll at 314-352-7575. Please limit the cost to \$50.

- Walter Knoll will ask for your name and the account number (contact the OFMD Supply Room for the number).

Step 3: Please send e-mail to OFMD supply, [FMDsupply@wusm.wustl.edu](mailto:FMDsupply@wusm.wustl.edu), letting them know you placed a flower order.

Tell OFMD Supply:

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

OFMD supply will receive the invoice from Walter Knoll;

- This invoice lists the name of the person who requested the flowers.

- OFMD supply will pay the invoice from your department funds.

Step 4: Contact OFMD Business Office:

**If you have an employee in your group that you want to send money to in lieu of flowers, please follow these steps:**

Contact the Administration Main Office so someone in the office can contact the employee to see if he/she wants us to raise money for the family by raffling a basket. When contacting the office, please include the employee's name, contact information, the deceased name and the relationship to the person.

Please see below for more clarification:

<http://finance.wusm.wustl.edu/Finance/Entertainment,%20Recruitment,%20Gift,%20Travel,%20and%20Floral%20Expense.aspx>

“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.”