Top Twelve
“Did You Know?”

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Answer each of the following questions with a “Yes” or “No”
Did you know that P-cards can be used for personal use?

What is “personal use”?

- See General Card Use on the CATS web site.
Did you know that gifts are not allowed with IU or IUF money?

What is a “gift”? 

- See Processing Gifts on the CATS web site.
Did you know that when allowable we should spend from IU first and then seek reimbursement from IUF?
Did you know that if your unit has a program involving individuals under the age of 18 that the program has to be registered on https://app1.psia.iu.edu/children-prd/

One Start ➔ Services ➔ Protect IU ➔ Programs Involving Children
Did you know that Search and Screen Committees should only be a table of four?
Did you know that you can buy flowers for your coworker’s birthday?

See Allowable Hospitality Expenses, FIN-ACC-I-50 policy
Did you know that new blanket hospitality requests are required for the new fiscal year?

- See Hospitality Expenses on the CATS web site.
Did you know that what is purchased with IU money belongs to IU?

- See IU Property Governing Policies on the CATS web site.
Did you know that you can use IU money and resources to make contributions and donations?

See Donations and Contributions to Other Entities, FIN-ACC-I-80 policy.
Did you know a budget is needed on non-general funds ONLY if the income stream is $30,000 or more or if the account has compensation?

See Budget Requirements Non-General Funds Accounts, FIN-BUD-II-10 policy.
Did you know that you should never assume? When in doubt, always ask!