TO: FINANCIAL SERVICES AND FINANCIAL OFFICE
FROM: TIMOTHY SHUEY
SUBJECT: ADMINISTRATIVE AREA COFFEE PROGRAM
DATE: MAY 1, 2017
CC:

Penn State Enterprise IT is making an administrative area wide change in our internal coffee guidelines and program that will be consistent across the organization and address an internal audit concern.

Penn State policy FN10 states: Cappuccino (or any other specialty coffee machines) are not permitted to be purchased from any University funds. Coffee supplies for guests can be purchased on general funds, but not supplies exclusively for employee use, except as part of beverage service for authorized group meetings or meals.

Currently, some units purchase coffee for employee use, with the expectation that staff will contribute to a collection to reimburse the general funds budget. Penn State Internal Audit noted this practice last year, and requested a solution that would not require cash collection but would still provide an option for personal coffee consumption.

To address the Penn State Internal Audit concern, as of July 01, 2017, Enterprise Information Technology Financial Services will no longer collect and deposit funds from internal coffee collections.

Coffee purchased by Penn State Enterprise IT, in accordance with FN10:

- Only provided to guests of the University, or for meetings where refreshments would be considered appropriate. This determination will be made by the senior director. As a general rule, for example, meetings that last for a duration of at least two or more hours. Coffee for guests may be purchased using general funds.

- Staff will be expected to purchase their own coffee supplies.
  - Staff can purchase coffee using personal funds from a retailer.
  - An internal, self-monitored, program may be established using personal funds and funds collected remain the sole responsibility of the individuals in the internal program.
  - A Rich Coast personal account may be established and the coffee is delivered to the work location using personal funds. Please contact Julie Waite for further information at jdw26@psu.edu or (814) 867-5253.
  - Guest coffee and supplies purchased with general funds are to be exclusively used for the purpose stated in FN10. Guest coffee and personal coffee must be maintained separately.