

## Promotional Items

**Summary/Purpose:** Promotional or similar items used for the recruitment of students.

Promotional or similar items used for the recruitment of students may be purchased with University funds with proper justification. Payment of the invoice in question must be accompanied by a clear and detailed written justification from the signatory officer. The written statement will then become part of the payment record, which is made available for inspection to any Internal, State or Federal Auditors. **Failure to include or furnish the justification will cause the invoice to be classified as a personal charge.**