

Department of Pediatrics

Administrative Guideline



Division Operating Expense Allowability Guide

General Guide

- Ask the question: who is the end user? If it is for a person in a lab, then it's generally not an allowable division expense.
- Ask the question: who/what benefits from the purchase? If it is a person in a lab or a research project, then it's generally not an allowable division expense.

Allowable on Division Operating Chart String

- General office supplies
- Office equipment (<\$1,000) for administrative staff
- Ergonomic furniture for division staff if approved by Disability Services
- Copier maintenance contracts
- Computers for administrative staff (standard build preferred)
- Software for administrative staff
- Toner cartridges for faculty office printers
- Kleenex, Ibuprofen, Tylenol, band-aids, hand sanitizer, etc.
- Paper plates, plastic utensils, napkins, cups (okay for group events but not for individual, everyday use)
- Parking for guests/visitors
- Paper shredding services
- Pagers
- Mayo mailbox fees (one per division)
- Postage for clinical work
- Office supplies for research lab employees if office supplies are not an approved budget line on the grant
- Conference calls (when no other funding source is appropriate)

Not Allowable on Division Operating Chart String

- Travel
- Lab/medical supplies
- Lab equipment repair
- Consulting/Professional Services
- Publication fees
- Professional memberships/dues
- Computers for research lab staff
- Software for research staff
- Furniture for labs
- Ergonomic furniture for labs
- Postage for research work
- Coffee, water, pop, sweetener, food
- Holiday/social parties
- Flowers/memorials
- Cell phones
- Books

- Parking for employees/trainees
- Retirement/going away parties/gifts*
- Office remodeling/paint/carpet*
- Changes to phone/internet lines*

*May be an allowable department expense but it needs pre-approval by the Department

Contact(s)

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