

# DEPAUL UNIVERSITY

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## Office Decorations

**Category:** Operations

**Responsible Department:** Facility Operations

**Responsible Officer:** Vice President, Facility Operations

**Effective Date:** 1/11/2016

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### Policy Summary

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This policy explains the basic guidelines for selecting and displaying decorations and/or artwork within University offices.

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### Scope

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This policy affects the following groups of the University:

- Executive Offices
- Assoc. / Assist Vice Presidents
- Full-Time Staff
- Part-Time Staff
- Full-Time Faculty
- Part-Time Faculty
- Budget Managers

This policy affects all members of the above groups.

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### Policy

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A department/unit with budgeted resources available may acquire new artwork or office decorations such as plants. Any office decorations should be appropriate for display. The Vice President/Dean for a department of unit has discretion to determine whether decorations are appropriate for display.

At times, employees may choose to display artwork that is their personal property. Any employees who wish to have such items hung in their offices should send a work order to Facility Operations requesting that service.

Religious or seasonal holiday decorations for public areas and auxiliary enterprises such as the bookstores and the dormitories may be approved by the responsible Vice President/Dean.

If members of other offices or departments elect to spend personal funds for decorations such as Christmas trees and lights, those decorations, just as the decorations provided in public areas by the University, must conform to safety standards set forth by the University.

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## **Procedures**

Approved office decorations may be paid for with a Procurement Card, with a [Voucher Payment Request](#), or by an employee who subsequently requests an employee reimbursement. See the appropriate policies referenced below in the Appendices section for procedures related to each of these payment methods.

See the [Work Orders/Facility Operations Policy](#) for procedures related to work order submissions.

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## **Divisional Collaborations**

Financial Affairs

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## **Contact Information**

Manager of Accounts Payable,  
(312) 3625372  
[accountspayable@depaul.edu](mailto:accountspayable@depaul.edu)

Facility Operations  
(312) 3628682

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## **Appendices**

### Related Policies

1. [Employee and University Guests Reimbursement \(Travel and Other Reimbursements\)](#)
2. [Voucher Payment Request](#)
3. [Procurement Card Requirements](#)
4. [Work Orders/Facility Operations](#)

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## **History/Revisions**

Origination Date: 11/15/1991  
Last Amended Date: 01/11/2016  
Next Review Date: N/A