

**ROGUE COMMUNITY COLLEGE  
GENERAL INFORMATION AND  
ADMINISTRATIVE PROCEDURES**

**Procedure:**            **FLOWERS AND GIFT PURCHASES (AP-016)**  
**Contact:**            President's Office, Ext. 7087

Flowers and gifts officially presented by the college to college employees, students, and others to recognize certain personal occasions that arise such as, serious illness/injuries, deaths, degree completion, or similar events may be purchased only from non-tax generated funds.

This procedure does not preclude the purchase of a gift by departmental employees or individuals who may wish to make personal contributions for flowers or a gift to be presented.

Employees retiring from the College may be recognized with a service award to be arranged with the College President's office.