

CHRISTOPHER
NEWPORT
UNIVERSITY

PROCUREMENT SERVICES

Official Memorandum

To: Christopher Newport's eVA Users, SPCC Cardholders and Approvers

From: Danielle Henley, Director of Procurement Services

CC: Erin Babcock, Assistant Director of Procurement Services and Jen Fowler, Procurement Administrative Coordinator

Date: October 6, 2026

Subject: Guidance on Breakroom Equipment and Supplies UPDATE

To support compliance with applicable accounting regulations governing the use of state funds, please note the following guidelines regarding breakroom equipment and supplies.

Breakroom Equipment

The purchase of breakroom equipment, such as microwaves and refrigerators, using state funds **may** be permitted when the equipment is intended for use by, and is accessible to, the entire floor or building.

Equipment purchased primarily for the individual use, convenience, or benefit of an employee or a specific suite is considered a personal expense. The use of state funds for such purchases is prohibited.

Breakroom Supplies

The purchase of breakroom supplies, including cutlery, plates, cups, coffee supplies, and similar items, using state funds is prohibited.

Any approved exception must be documented in writing and attached to the requisition at the time of submission.

We appreciate your cooperation and continued commitment to compliance, transparency, and the responsible stewardship of university funds. If you have questions regarding the allowable use of state funds, please contact the appropriate Accounting or Finance office before making a purchase. For questions regarding procurement procedures or vendor selection, please contact the Office of Procurement Services.

Thank you.

Sincerely,
Office of Procurement Services
Email: procurement@cnu.edu