



# Expressions from the Campus

## Purpose:

In an effort to respect the feelings and wishes of the employee and family, the Campus will follow the procedures.

## Scope:

This policy outlines the procedure for sending expressions from the Campus. It applies to all Staff and Faculty employees who experience a loss of an immediate family member.

## Policy Statement:

In an effort to respect the feelings and wishes of the employee and family, the Campus will follow the procedures listed below: **Allowability:**

- Death of an immediate family member of a Faculty or Staff employee.
- Death of an employee

## Procedures:

### Department Administrator/Secretary

- Place the order and arrange delivery using the Approved Vendors listed below
- Upon receipt of the invoice, (or copy of payment if paid on department credit card and reconciled in Chrome River) forward the invoice, the Department IUF Discretionary Account to be charged or used to reimburse the IU account, and a memo from the account manager justifying the expense and approving the charge to the Departmental Unrestricted IUF account to Elizabeth Cummings and HR via email for processing.
- Send out Campus Notification through the Daily RedHawk

### Guidelines:

- Price range: Up to \$150.00 (max with delivery)  
If flowers cannot be delivered to the visitation (e.g., visitation information not received in time or took place out of state, etc.), arrangements may be delivered to employee on campus or home

### IU Northwest Approved Vendors:

#### Brian’s Florist & Greenhouse, Inc.

4238 W. Ridge Rd  
Gary, IN 46408  
(219)738-1776

#### Merrillville Florist Shop

7005 Madison St.  
Merrillville, IN 46410  
(219)769-3484

#### Union Florist

P.O. Box 892  
Crown Point, IN 46308-0892  
(219)776-2048

- Questions regarding the Campus Expressions Guidelines should be directed to Human Resources [hrnw@iun.edu](mailto:hrnw@iun.edu)
- IU Foundation Departmental Unrestricted Account Inquiries *may be directed to:*  
Deanna Hardwick, , University Advancement and External Affairs Cedar Hall 110 [dhardwi@iun.edu](mailto:dhardwi@iun.edu)  
219-981-4232

**\*For these purposes, the University defines “immediate family” as spouse/domestic partner, parents, children and sibling(s)**

Updated: 02/07/17; MD

\*This policy is in review process with IUF and UCO and may be updated at any time. 06/30/2021