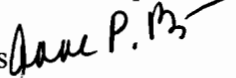


Anthony P. Lorino
*Senior Vice President for Operations
and Chief Financial Officer*

MEMORANDUM

To: Deans, Directors and Department Heads

From: Anne P. Baños 
Vice President and Chief of Staff

Anthony P. Lorino 
Senior Vice President for Operations
and Chief Financial Officer

Date: November 10, 2008

Re: University Policy on Holiday Parties, Communications and Gifts

Consistent with President Cowen's comments in the October 31st issue of Tulane Talk concerning the economic downturn, we would like to remind everyone of the university's policy on parties, particularly holiday celebrations, and gifts. Please be aware that the university does not permit the expenditure of University funds on departmental celebrations where the primary focus is on university employees, or individual gifts to personnel. If you have any questions about how to evaluate any event you are planning or if you believe you comply with this policy and are planning an event, please contact the appropriate senior vice president for your area.

As a related issue, please insure that any holiday cards that are sent from your office are clearly identified as cards from your individual department and are not sent with generic signatures such as "Your Friends at Tulane" or "Tulane University". While we appreciate your efforts to acknowledge alumni, community members, volunteers and donors who may be very helpful to your operation, we remind you that many people are associated with Tulane in more than one capacity and therefore may receive more than one card. Again, to insure we exemplify appropriate stewardship of our operating funds, it is important that the recipient be able to clearly identify the sender. We would also ask that you be judicious about the expense of the cards. Please note that no card should be sent under President Cowen's signature without the express approval of the President's Office.

Your cooperation is appreciated.