

## GIFTS, GIFT CARDS & GIFT CERTIFICATES POLICY & PROCEDURES

This type of expenditure falls under Board Policy 260.1 for “Official Functions” designations and associated expenditures. Procurement’s policy is to allow such expenditures under this Board of Trustees policy using the following procedures:

1. The requesting department must enter a requisition in BASIS, process through the appropriate target desks, with final approval in the Procurement Department.
2. The departmental buyer within the Procurement Department will review the requisition for appropriateness of the request in support of the University/Departmental mission. The buyer will review these types of requests on a case-by-case basis and shall contact the department for further information if necessary, prior to approval.
3. Blanket orders, personal reimbursements and PCards cannot be used for these types of purchases.
4. Documentation of award/prize recipients or participation in official university programs requires completion of the form below. The form must be retained at the departmental level and provided to the departmental buyer within five days after the event.

Expenditures for gift cards and certificates are not the same as gifts. Gifts for employees are not allowed. Gifts to individuals are not allowed by the Procurement Department with the exception of “Promotional Items” as stated in State Procurement memorandum of April 9, 2002, and gifts in lieu of payment for speaking engagements. As per the State Procurement memorandum, the following items are NOT prohibited from procurement with appropriated funds:

1. Plaques for student achievements.
2. Plaques for board or commission members upon termination of service on a board or commission.
3. Promotional items specifically authorized by language in a state or federal grant.
4. Items purchased, the cost of which is reimbursed by students.

**Date of Event:** \_\_\_\_\_

**Name of Event:** \_\_\_\_\_

**Purchase Order #:** \_\_\_\_\_

	Item Description***	Recipient Name	Signature
<b>1</b>			
	UA Employee? Yes___ No___	SS #:	ID #:
<b>2</b>			
	UA Employee? Yes___ No___	SS #:	ID #:
<b>3</b>			
	UA Employee? Yes___ No___	SS #:	ID #:
<b>4</b>			
	UA Employee? Yes___ No___	SS #:	ID #:
<b>5</b>			
	UA Employee? Yes___ No___	SS #:	ID #:
<b>6</b>			
	UA Employee? Yes___ No___	SS #:	ID #:

\*\*\* If item is a gift certificate or card, you must include card/certificate number.