

GIFTS, GIFT CARDS & PROMOTIONAL ITEMS 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. Requesting departments have two options:
 - Enter an Internal Requisition in BASIS (i.e. Printing Services, Bookstore,), *or*
 - Enter a “Payment With Order” requisition in RazorBuy. After completing the departmental review steps, the requisition will be subject to final approval by the Procurement Department.
2. The Procurement Coordinator, within the Procurement Department, will review the requisition for appropriateness of the request in support of the University/Departmental mission. The Procurement Coordinator 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 are NOT allowed to be used for these types of purchases.
4. Documentation of gift card/award/prize recipients or participation in official university programs requires completion of the form below. The completed form must be retained at the departmental level and provided to the Procurement Coordinator within five days after the event.

Expenditures for official functions (gift cards/awards/prizes) 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. 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 ID Number	Signature
1			
	UA Employee? Yes ___ No ___	UA Employee or Student ID Number:	
2			
	UA Employee? Yes ___ No ___	UA Employee or Student ID Number:	
3			
	UA Employee? Yes ___ No ___	UA Employee or Student ID Number:	
4			
	UA Employee? Yes ___ No ___	UA Employee or Student ID Number:	
5			
	UA Employee? Yes ___ No ___	UA Employee or Student ID Number:	
6			
	UA Employee? Yes ___ No ___	UA Employee or Student ID Number:	

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