

## 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. Using a PO, requesting departments have two options:
  - Enter an Internal Requisition in BASIS (i.e. Printing Services, Bookstore, Computer Store), *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 Business Services, 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. Be sure to complete the [Gift Card Disbursement Form](#) and attach to your requisition for any purchase of gift cards.
4. DO NOT USE Blanket orders or personal reimbursements for these types of purchases.
5. 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.
6. Gift cards, shopping cards and gift certificates are all considered the same as cash and the recipient MUST complete a gift/prize/award receipt form regardless of dollar amount and if it was for payment of services, gift or prize. Form must be submitted to your Procurement Coordinator.
7. If you anticipate using a PCard for purchase of Gift Cards, you MUST complete the [PCard Gift Card Request Form](#) and follow instructions provided on the [PCard Guidelines](#) page.

Expenditures for official functions (gift cards/awards/prizes) are not the same as gifts. 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. Gifts for employees are not allowed.

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.

**Be sure to complete the [Gift Card Disbursement Form](#) for all purchases of gift cards, regardless of using a PCard or PO.**