Achievement of Awards

Achievement awards, gifts, plaques, trophies, certificates, etc. for employees require the approval of a Dean or Vice President. To purchase items which will be given to faculty, staff, or students including but not limited to awards, gifts, plaques, trophies, and certificates, submit a FO19A form to the respective vice president or dean for review and approval. Ref: Rules and Regulations of The Texas State University System, Chapter III Section 6.8. When using a P-Card, attach the FO19A form to the monthly Expense Report.

Each requisition for the purchase of achievement awards must contain the following verbiage and bear the approval signature of the vice president or dean of the appropriate division or college:

I certify that this purchase meets the guidelines of Chapter 3, Section 6.8 of the TSUS Rules and Regulations. ________________________________Vice President or Dean Approval

This verbiage is required when purchasing these awards from the Sam Houston Press as well as from outside vendors, and replaces the "Food/Beverage/Achievement Award" stamp. When the source of funds is a state account, (appropriated dollars), the expenditure is limited to $100.00 per award to SHSU employees. The cost of any engraving or lettering is included in the $100.00 limit. Refer to Texas Government Code 2113.001.

For awards to volunteers (non-SHSU employees), a state agency may expend funds appropriated by this Act to purchase engraved certificates, plaques, pins and other awards of a similar nature that do not exceed $75.00 in value per volunteer. The awards may be purchased only to recognize volunteers’ special achievement and outstanding service and only if the agency has established a volunteer program that complies with Texas Government Code 2109.001 and 2109.006. When using a P-Card, attach the FO19A form to the monthly Expense Report.

For employee gifts, please refer to Gift Policy PRE-024 under Administrative Policies: http://www.shsu.edu/intranet/policies/administrative/index.html

Reviewed by: John Hitzeman - Director of Procurement and Business Services - 06/22/11
Next review 06/22/12