

Sam Houston State University
A Member of The Texas State University System

Finance & Operations Procurement and Business Services Policy FO-PUR-19
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.

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-24** under Administrative Policies:
<http://www.shsu.edu/dept/office-of-the-president/policies/PRE24GiftCardPolicy2016.pdf>

Reviewed by: Tessy Rappé, AVP Finance & Operations
 Reneé Starns, Exec. Director Procurement & Business Services

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Next Review Date: May 2020