I. Purpose
   A. This section describes the policy and procedures related to non-cash awards or sympathy gifts presented on behalf of the University to its academic and staff employees.
   B. For information on cash awards, see Personnel Policies for Staff Members (PPSM) Policy and Procedure 34, Incentive Awards.

II. Policy
   A. Specific work-related events and expressions of sympathy may be acknowledged with a non-cash gift as defined in Business and Finance Bulletin (BFB) G-41.
   B. Awards must be presented on a nondiscriminatory basis.

III. Roles and Responsibilities
   A. Department heads:
      1. Ensure that awards made to employees conform to the requirements of BFB G-41.
         a. Review claims submitted for payment or reimbursement to ensure that appropriate supporting documentation, including receipts for all purchases, is included and the reimbursement is allowable under the fund source.
         b. Approve appropriate requests for reimbursement, or complete an appropriate authorization form for individuals granted signature authority to approve the reimbursement (see Section 330-10).
      2. Request exceptions; specifying the type of award, the purpose of the award, the special circumstances that require an exception, and the name of the employee for whom the exception will be granted; in advance of presenting an award.
      3. Develop procedures to ensure the security of pre-purchased gift cards or gift certificates and recording issuance.
   B. The Associate Vice Chancellor—Finance/Controller (or designee) holds authority to approve exceptions.

IV. Payment or Reimbursement
   A. Departments are encouraged to use their purchasing card to purchase employee non-cash awards or sympathy gifts within the terms and dollar limits set forth in BFB G-41, Appendix A.
   B. If a purchasing card is not available or is not appropriate for the specific purchase, the department should issue a Requisition and use the Payment Request document to make payments direct to vendors.
   C. All exceptions and requests for employee reimbursement of out-of-pocket expenditures must be processed on a Disbursement Voucher document and include the appropriate department head approvals.
V. References and Related Policies
   B. UCD Policy and Procedure Manual:
      1. Section 330-10, Approval Authorization.
      2. Section 330-80, Entertainment and Hospitality with University-Controlled Funds.