

## UC Davis Policy and Procedure Manual

### Chapter 380, Personnel—General

#### Section 50, Employee Non-Cash Awards

Date: 4/26/15

Supersedes: 1/5/11

Responsible Department: Accounting and Financial Services

Source Document: Business and Finance Bulletin G-41, Employee Non-Cash Awards

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#### 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**

- A. Business and Finance Bulletin [G-41](#), Employee Non-Cash Awards.
- B. UCD Policy and Procedure Manual:
  - 1. [Section 330-10](#), Approval Authorization.
  - 2. [Section 330-80](#), Entertainment and Hospitality with University-Controlled Funds.