



Financial Policy Highlights:
Planning a Recognition of
Service Event

(Policy 3.3.1- Employee Reward, Recognition and Acknowledgement)

1. Approval by a senior vice president, vice president or dean is required; direct email approval is valid.
2. Expenses must be reasonable in light of the particular situation. The expectation is light refreshments.
3. If alcohol will be served at the event, pre-approval by a senior vice president, vice president, dean or their designee (<http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/preapproval.pdf>) is required, proper funding is necessary and no alcohol can be purchased on a P-Card.
4. If also presenting a gift of appreciation, the level of approval signature depends on the value of the gift. Use the Policy Pre-Approval Form at <http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/preapproval.pdf> . Org unit manager for gifts up to \$500; senior vice president, vice president, dean or their designee for gifts over \$500.
5. Do not buy gift cards with a P-Card.
6. All cash or cash equivalent gifts must be reported to Payroll Operations for tax withholding. Non-cash gifts/bonuses exceeding \$100 over a calendar year are also subject to tax withholding and must be reported to Payroll. (If personal contributions are collected to fully fund the appreciation gifts, the items are not taxable income. If there is a mix of personal contributions and university funds, the portion funded by the university is reported to Payroll.) Access Payroll's reporting form at: <http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/forms/RewardsBonuses.xls> .
7. Receipts/invoices, along with approval documentation, should be submitted with reimbursement/payment paperwork.

This checklist is intended to provide policy highlights; the policy can be viewed in its entirety at <http://www.uc.edu/af/policies>.

Note: organizational units may have more restrictive policies.

