

SUL ROSS STATE UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

SRSU Policy: Achievement Awards

SRSU Policy ID: 11

Policy Reviewed by:

Approval Authority:

Approval Date:

Next Review Date:

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 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 SRSU 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-SRSU 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 form to the monthly Expense Report.