1. Examples of life events include the birth/adoption of a child; death of an immediate family member; get-well wishes to an employee.

2. Initiate collections among colleagues at the org unit level. The org unit may supplement the amount collected.

3. The value of the acknowledgement must not exceed $100.

4. Appropriate acknowledgements may be, e.g., flowers or a fruit basket or may also be a contribution to a 501 (c) (3) charitable organization if requested.

5. For amounts to be paid by the university, a receipt/invoice should be submitted with reimbursement/payment paperwork. A P-Card may be used for employee acknowledgements, unless the purchase would violate P-Card policies (e.g., gift cards, alcohol). Amounts collected by personal contributions may be used directly or deposited to the university using an A-151/A-152.

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

Note: organizational units may have more restrictive policies.