



Financial Policy Highlights:
Acknowledging an
Employee Life Event

(Policy 3.3.1 - Employee Reward, Recognition and Acknowledgement)

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>.

Note: organizational units may have more restrictive policies.