
GIFTS/AWARDS/INCENTIVES

Purpose:

To establish University policy regarding the purchase of gifts, awards, and program incentives.

Additional Reference:

I.R.C. § 132, Idaho State Board of Examiners Policies and Procedures

Scope:

Applies to all university-funded purchases of gifts, awards or program incentives.

Responsible Parties:

Accounts Payable, 426-3434
Purchasing, 426-1283

POLICY

I. Policy Statement

Boise State University understands the need to recognize and encourage the dedication, support and participation of employees and friends of the institution in carrying out the University's mission. Awards, gifts, and program incentives may be used to support that mission provided that they are reasonable in price and comply with funding source restrictions.

II. Gifts/Awards/Incentives for Employees

It is the policy of the university that work-related events may be acknowledged by the presentation of a non-cash award to an employee for recognition, length of service, or retirement. In addition, gifts as an expression of sympathy may be presented to employees in accordance with the limitations set forth herein.

III. Retirement or Separation Gifts

A token of recognition may be presented to an employee upon his or her retirement from the university, subject to the limitations in Appendix A.

IV. Length of Service

A token of recognition may be presented to an employee for meritorious service to the university subject to limitations in Appendix A.

V. Promotions or Door Prizes

Occasionally departments may hold raffles for door prizes and other gifts to entice participation in events or as an incentive to complete surveys or questionnaires. The University will reimburse or pay the cost of promotions or door prizes for official university functions where there is a documented business purpose, subject to the limitations in Appendix A.

VI. Employee Appreciation or Recognition Awards

A token of appreciation may be awarded to an employee in recognition of his or her noteworthy, work-related accomplishments. Employee recognition awards are intended to be occasional and are subject to limitations outlined in Appendix A.

VII. Bereavement or Serious Illness Recognition

Tokens of sympathy, such as flowers, may be given in the event of death or major illness of an employee, student, friend of the university, or a member of his or her family or household. As an alternative, cash contributions to charitable organizations may be made provided that the receiving organization does not serve a political or religious purpose. Such contributions must be accompanied by a transmittal letter on university stationery which states that the contribution was made on behalf of the university. All donations or tokens of sympathy must comply with the limitations in Appendix A.

VIII. Program Incentives

The University will reimburse or pay the costs of program incentives distributed to encourage participation in University surveys, focus groups or similar events, subject to the limitations in Appendix A. Incentives for programs or studies requiring IRB approval are not governed by this policy.

IX. Gifts/Awards/Incentives for Non-Employees

Gifts of reasonable expense as described herein may be presented to non-university individuals and organizations when the gifts are made on behalf of the university, and when it can be demonstrated that the gift benefits the university by promotion of goodwill to the university community or to fulfill the university's role as a good community citizen.

Generally, gifts are presented when tradition, commonly accepted institutional practice, or social custom dictates gift giving. The business purpose for presenting the gift must be documented in accordance with procedures set forth herein.

Examples of individuals and organizations that may be presented with a gift on behalf of the university include, but are not limited to:

- A visiting scholar or dignitary to express appreciation
- An elected or appointed official to express appreciation or promote goodwill
- A donor or potential donor to acknowledge a contribution or recognize service
- A civic or cultural organization or member of the local community to promote goodwill
- A client, to promote good customer relations
- A foreign dignitary or university official to promote goodwill
- Any of the above to express sympathy in the event of death or major illness of a family member.

Gifts and awards purchased for non-employees are subject to the limitations on Appendix A.

X. Other Limitations

- A. Employees may not seek reimbursement for any gift, award or incentive purchase paid with a gift card or gift certificate.
- B. Rush handling or express shipping fees are not allowed unless approved by the Vice President for Finance and Administration.
- C. Certain gifts, awards and incentives have tax implications for the recipient with a corresponding reporting requirement for the university. Additional tax information is found in Appendix A.

XI. Employee Responsibilities

Employees are responsible for storing gifts/awards/incentives in a secure location until such items are given to the intended recipient(s). Suspected theft of gifts/awards/incentives must be promptly reported to the appropriate authorities. Items lost or stolen from an unsecure location may become the personal expense of the responsible employee.

XII. Procedures

- A. Employees seeking to purchase gifts, awards or incentives should consult Appendix A for detailed information on allowable purchases, dollar limits, funding and payment sources, timing

limitations, and approval requirements prior to making any purchases.

- B. Employees seeking reimbursement for purchases must submit a [Gift/Award Form for Employees](#) or a [Gift/Award Form for Non-Employees](#) with the appropriate documentation to Accounts Payable.
- C. Employees who wish to procure gifts, awards or program incentives with a purchase order should submit a completed requisition to Purchasing.

APPENDIX A: GIFTS/AWARDS/INCENTIVES

Purpose	Recipient	Suggested Purchases	Dollar Limit	Funding Source	Method of Payment	Timing Limits	Approvals and Form	Taxable
Length of service or retirement gift	BSU employees only	Gifts, plaques, gift certificates, BSU logo items, or mementos	\$50 for first 5 years plus \$10 per year thereafter, maximum of \$400	Appropriated, local or PR funds	Purchase order or reimbursement	Once every five years after first five years of service	Dean or VP approval and verification of length of service; Gifts/Awards form required	No, except cash equivalents, which are always taxable
Door prizes	Any	Gift baskets, BSU logo items, tickets to BSU events	\$75 per event	Local funds	Purchase order or reimbursement	As appropriate	Dean or VP approval required; Gifts/Awards form required	Yes
Appreciation or recognition gift	Employees	BSU logo items, gift certificates with no cash value, plaques, tickets to BSU events	\$50 (for tickets, see notes)	Local or PR funds	Purchase order or reimbursement	No more than one time per calendar year per employee	Dean or VP approval required; Gifts/Awards form required	Generally no, but see notes, below
Appreciation or recognition gift	Non-employees	BSU logo items, plaques, tickets to BSU events	Generally \$150 per individual, but see notes	Local or PR funds	Purchase order or reimbursement	As appropriate	Dean or VP approval required; Gifts/Awards form required	Yes
Bereavement or serious illness recognition	Families of employees, students, or friends of BSU	Flowers or charitable donations to certain organizations	\$75	Local or PR funds	P-card or reimbursement	Once per occasion	VP SA must approve purchases for students	No
Program incentives	Any	Gift cards, cash or other prizes	1 to 10 participants -- \$10 maximum per person 11 to 75 -- \$400 maximum total incentives 76 to 500 -- \$500 maximum total incentives 500 or more -- \$600 maximum total incentives	Local funds	Cash draw through Payments and Disbursements for cash incentives; purchase order or reimbursement for all other incentives	Individual participants may not receive more than one incentive per project or program	Dean or VP approval required; disbursement of cash incentives must be validated by two employees; Gifts/Awards form required	Yes
Marketing or promotions	Any	Items purchased in bulk to promote the University	Dean or VP approval required	Local or PR funds	Purchase order, reimbursement, or p-card* (see notes)	As appropriate	Dean or VP approval required; Gifts/Awards form required	Yes

APPENDIX A: GIFTS/AWARDS/INCENTIVES

Notes

1. Tickets given to employees to attend BSU events are treated as taxable compensation, regardless of dollar value, subject to the following exceptions:
 - a. De minimis exception – employees, spouses and/or dependants may receive complimentary tickets to a Boise State sponsored event once a year without incurring any additional income tax liability. Departments are not required to track these tickets but must ensure no single employee receives tickets more than once a year.
 - b. No additional cost service exception – the value of event tickets provided at no cost to employees and their dependants may be excluded from income if:
 - i. The tickets are sold to the general public in the ordinary course of the University's business; and
 - ii. The University incurs no substantial additional cost (including forgone revenue) in providing tickets to employees.
 - c. Tickets given to employees who are attending events to cultivate donors will not be treated as taxable compensation.
2. Tickets given to donors or other non-employees are taxable. If the combined value of tickets or other gifts given to any individual exceeds \$600 in a calendar year, the University must issue that individual a 1099-MISC for tax reporting purposes.
3. Taxable gifts, awards or incentives given to non-resident aliens are subject to 30% withholding and will be reported on a 1042-S.
4. In accordance with Idaho Code, BSU employees may not give a gift to any government employee valued in excess of \$50, regardless of actual cost to the BSU employee.
5. Marketing and promotional items may be purchased with a p-card if they are:
 - 1) Items purchased in bulk (10+ of the same item purchased);
 - 2) Each individual item costs less than \$20; and
 - 3) That through writing or design promotes BSU or a BSU department or event.

Examples include key chains, stress balls, coffee cups, t-shirts, pens, pencils, notepads with a BSU (or a BSU department/program) related logo or marketing phrase.

6. Donations to BSU Scholarship Funds in honor of individuals, either employees or non-employees, in lieu of plaques, awards or gift cards are encouraged.