



University of California, Santa Barbara
Non-Cash Awards – FlexCard Approval Form

 PRINTED Name of Award Recipient

 Title

 Department

 Division

Non-Cash Awards. It is the policy of the University of California that non-cash awards may be made to employees for recognition, length of service, or retirement purposes, or as an expression of sympathy. Such non-cash awards may also be made to non-employees (including students and research study participants) or organizations on behalf of the University. Award expenditures are limited as follows:

Award	Dollar Limit
Employee Recognition	\$75.00
Non-Employee Recognition	\$600.00
Length of Service	\$400.00
Retirement	\$400.00
Sympathy Gifts	\$75.00

Any awards over the amounts listed above are not allowed. Cash or negotiable gift certificates are not allowed. Please see Business and Finance Bulletin BFB-G-41 – Employee Non-Cash Awards and Other Gifts (<http://policy.ucop.edu/doc/3420353/BFB-G-41>) or Business and Finance Bulletin BFB-G-42 – Gifts Presented to Non-Employees on Behalf of the University (<http://policy.ucop.edu/doc/3420354/BFB-G-42>) for a complete description of the policies, along with a listing of Allowable and Unallowable awards and gifts.

Description of Expense	Date of Expense	Amount
Reason for Recognition:		

Account to be Charged: _____ - _____ - _____ - _____ - _____
Loc Account Fund Sub Object Code

 Prepared by

 Phone Ext.

 Date

 Department Head Approval Signature

 Phone Ext.

 Date

 Print Name, Title and Department of Approver

**This approval to be kept on file in the originating department
 as back-up documentation for FlexCard purchases.**