

Employee Awards

A. General

Awards may be made to University of Kentucky faculty and staff for the purpose of recognizing outstanding performance and stimulating professional development. Awards are limited to a \$50 value, unless they are part of a program that has been specifically approved by the President or designated representative: the Provost, the Executive Vice President for Health Affairs or the Executive Vice President for Finance and Administration. Awards may be established or amended by directing requests to the Provost, the Executive Vice President for Health Affairs or the Executive Vice President for Finance and Administration and they may be a gift or cash. All cash awards must be paid through the payroll system and each recipient is responsible for any and all taxes. Enforcement of the policy rests with the Office of the Treasurer.

B. Requirements

The President, Provost, Executive Vice President for Health Affairs or Vice President for Finance and Administration must approve all awards that exceed \$50 in value. Award values are limited by funding source and the level of approval must be consistent with the award guidelines stated below. The request for approval should provide the following information for each award.

- A description of the program.
- The reason/purpose for the award.
- The criteria for selecting the recipient.
- The type of award, (plaque, gift, cash, etc.).
- The dollar amount/award limits or value of the award.
- The source of funds.
- The level of approval required.

Each approving official must furnish a report of the approved awards to the Office of the Treasurer. The Office of the Treasurer will maintain an updated file of approved awards for auditing purposes.

C. Award Guidelines

Category I. Awards Funded by Unrestricted General Funds.

- Award Limits: Total cost/value of an award may not exceed \$50 unless pre-approved by the President or a designated representative.

Level of Approval: Dean

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Category II. Awards Funded From Unrestricted General Funds -- Self Supporting (i.e., vending income, bookstore income, other sources of auxiliary income).

- Award Limits: Awards are limited to a \$50 value, unless they are part of a program that has been specifically approved by the President or a designated representative. Total cost/value of the award may not exceed \$500.
- Level of Approval: Dean.

Category III. Awards Funded From Restricted Gifts. (The donor must specifically state that the gift may be used for employee awards, or the gift may be used at the discretion of the College/Division.)

- Award Limits: Awards are limited to a \$50 value, unless they are part of a program that has been specifically approved by the President or a designated representative. Total cost/value of the award may not exceed the limits set by the donor. In the absence of donor restrictions, the total cost/value may not exceed \$1,000.
- Level of Approval: Awards of \$500 or less, Dean or Director. Awards greater than \$500, Provost or Executive Vice President.

D. Documentation Requirements

For awards other than cash, (cash awards must be paid through Payroll) a Departmental Authorization and Voucher (DAV) containing the following information should be completed and approved at the appropriate level.

- The “Name” of the award and the “Award Reference Code” (See Accounts Payable Home Page for a listing of approved awards and codes. <http://www.uky.edu/EVPFA/Controller/aphome/>)
- Selection criteria for award recipients must be clearly stated in its entirety as part of the documentation supporting the Departmental Authorization and Voucher (DAV).
- All transaction documents paying for gifts or mementos must have original invoices/receipts attached.

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E. Enforcement

The Office of the Treasurer must review all payment transaction documents for employee awards. The final audit and review of the documents is performed by the Accounts Payable Department and/or the Payroll Department to ensure:

- The award program has been approved by the President.
- The propriety of the transaction.
- The funding source is appropriate.
- The dollar amount/value of the award is appropriate.
- The transaction is properly approved.
- The proper documentation is provided.