

Establishment of Student Recognition Awards and Prizes

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I. Purpose

To provide policies and procedures for the establishment of student recognition awards and prizes. This policy does not include scholarships or grants.

II. Responsibilities

A. Student Payment Procurement Cardholder

1. Compliance with the guidelines and restrictions of the Cardholder User Agreement and responsibilities as described in [E-7-16](#).
2. Must maintain edit documentation as described in [IV.C.1](#).
3. Must submit timely a monthly [Student Payment Procurement Card Reconciliation Worksheet](#) for all transactions on card to the Office of Student Financial Aid.

B. Deans/Directors/Administrative Officers

1. Responsible for ensuring compliance with this policy.
2. Must ensure proper procedures are followed and appropriate forms/documentation are completed and maintained based on payment method selected.

C. University Financial Services, Accounts Payable Services Office

1. Reviews applications and where appropriate approves issuance of Student Payment Procurement Cards.
2. Processes payments on Payment Request Documents (PRD) and send copies of Payment on Behalf of Student forms related to the PRDs processed to the Office of Student Financial Aid.

D. Office of Student Financial Aid

1. Review of all Payment on Behalf of Student forms to ensure proper handling of the payment as it relates to the determination of impact on the student aid package and their overall cost of attendance.
2. Responsible for adjusting students financial aid records as necessary based on the award or prize received.

E. Provost Office

1. Maintain a listing of approved awards.

F. President, Provost or Dean

1. Approve awards as noted in [III.C](#).

III. Policy

A. Awards in the form of gifts or cash may be made to University of Kentucky students for the purpose of recognizing and stimulating social, cultural and intellectual development. Cash awards must be coordinated with the Office of Student Financial Aid.

B. Award values are limited by funding source and the level of approval must be consistent with the [award guidelines](#).

1. Awards of \$50 or less may be paid from unrestricted or restricted funds with the approval of the appropriate dean.
2. Awards greater than \$50 must be part of a program that has been specifically approved by the President or Provost.

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- C. Award Guidelines
 - 1. Category I – Awards Funded by Unrestricted General Funds
 - a) Total cost or value of an award may not exceed \$50, unless pre-approved by the President or the Provost.
 - b) Level of Approval: Dean
 - 2. Category II – Awards Funded by Unrestricted General Funds – Self Supporting (i.e., vending income, bookstore income, other sources of auxiliary income)
 - a) Awards are limited to a value of \$50 unless they are part of a program that has been specifically approved by the President or the Provost. Total cost or value of the award may not exceed \$500.
 - b) Level of Approval: Dean
 - 3. Category III – Awards Funded by Restricted Gifts. (The donor must specifically state that the gift may be used for student awards or that the gift may be used at the discretion of the College.)
 - a) Awards are limited to a value of \$50 unless they are part of a program that has been specifically approved by the President or the Provost. Total cost or value of the award may not exceed the limits set by the donor. In the absence of donor restrictions, the total cost or value may not exceed \$1,000.
 - b) Level of Approval
 - i. Awards of \$500 or less: Dean
 - ii. Awards greater than \$500: Provost.

IV. Procedures

- A. Requests for approval of an award must be sent to the appropriate official as listed in the [award guidelines](#) and include the following information for each award:
 - 1. A description of the program
 - 2. The reason or purpose for the award
 - 3. The criteria for selecting the recipient
 - 4. The type of award (plaque, gift, cash, etc.)
 - 5. The dollar limit or value of the award
 - 6. The source of funds
- B. The approving official must furnish a report of the approved awards to University Financial Services, Accounts Payable Services Department. The Provost Office will maintain a file of [approved awards](#) that Accounts Payable Services will use for auditing purposes.
- C. Processing of Awards
 - 1. Student Payment Procurement Card
 - a) Departments may purchase gifts by using a Student Payment Procurement Card (See [BPM E-7-16](#))
 - b) The edit documentation for each transaction must contain the following information and must be approved at the appropriate level.
 - i. If greater than \$50, the name of the award and the award reference code must be listed. (Click [here](#) for a list of approved awards and related codes.)

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- ii. All transaction documents paying for gifts or mementos must have original invoices/receipts attached
 - c) On or before the 15th of each month the Cardholder must submit a reconciliation of all transactions for the previous month by completing a [Student Payment Procurement Card Reconciliation Worksheet](#) and emailing it to Student Financial Aid to document every purchase made on the Student Payment Procurement Card (SPPC) for the previous month.
- 2. Payment Request Document (PRD)
 - a) Departments may purchase gifts or pay cash to a student, for expense reimbursements or as an award, with a Request for Payment Document PRD (See [BPM B-3-2-2](#))
 - b) The PRD must use the product category of AWARDS – STUDENT with the default GL of 540309 and contain the following information with approvals from the appropriate level.
 - i. If greater than \$50 , the name of the award and the award reference code must be listed. (Click [here](#) for a list of approved awards and related codes.)
 - ii. All transaction documents paying for gifts or mementos must have original invoices/receipts attached to the PRD and labeled Documentation.
 - iii. All transactions must contain a supporting [Payment on Behalf of Student \(PBS\) form](#) attached to the PRD and labeled PBS.
 - c) Accounts Payable Services will forward Payment on Behalf of Student (PBS) form(s) to Student Financial Aid once the PRD is processed.