

University Policy: Gift, Prize & Reward Payment Policy

Policy Category: Operational Policies

Subject: Gift, Prize & Reward Payment Policy

Responsible Executive: Chief Financial Officer, Vice President & Treasurer

Office Responsible for Review of this Policy: Office of Finance and Treasurer

Related University Policies: Accounts Payable Policy, Corporate Card Policy, Procurement and Contracts Policies, Procedures & Guidelines, Student Payment Policy

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I. SCOPE

The American University Gift, Prize & Reward Payment Policy addresses the giving of monetary payments or non-monetary items by the University in recognition of an achievement or event outside of the recipient's regular job performance or to show appreciation. Recipients may include, but are not limited to, AU faculty and staff members and AU affiliates.

For all other payment types (i.e., gifts to the University, financial aid, payroll, compensation for participation in a sponsored research study, business related expenses, etc.) please refer to the AU policies page at <http://www.american.edu/policies/>.

Note: All payments made to students, including students employed by the University, should follow the processes outlined in the Student Payment Policy (<http://www.american.edu/loader.cfm?csModule=security/getfile&pageid=4289950>) prior to referring to the guidance herein.

II. DEFINITIONS

AU Faculty & Staff Members – an individual employed by the University. (Student employees are excluded from this definition for the purposes of this policy.)

AU Affiliates – AU affiliates include, but are not limited to, survey and contest participants, AU alumni and other individuals participating in AU sponsored events.

Compensation for Services – A monetary payment (cash or cash equivalent) or non-monetary item given for activities performed for the direct benefit of the University. An example includes payment in exchange for setting up chairs for an AU event.

Gift from AU– A monetary payment (cash or cash equivalent) or non-monetary item given by the University to show appreciation or goodwill. An example may include a retirement gift.

Monetary – A payment of cash or cash equivalent.

III. POLICY STATEMENT

The recipients of a gift, prize or reward payment may include faculty and staff members or AU affiliates.

When university funds are used to give a **non-monetary** gift, prize or reward item below the