
FACULTY & STAFF AWARD POLICY

CATEGORY:	Procurement and Accounts Payable	POLICY #:	TBD
IMPLEMENTATION DATE:	November 1, 2020	UPDATE DATE:	March 1, 2020

PURPOSE

This policy is to ensure Faculty and Staff Awards are consistent with the mission and fiduciary responsibilities of Cal State Fullerton Philanthropic Foundation, and aligns with IRS regulation. This policy is in accordance with Integrated CSU Administrative Manual (ICSUAM) Section 1301 and California State University, Fullerton (CSUF) policies and procedures.

SCOPE

This policy defines and outlines cash and cash equivalent awards for faculty and staff. Failure to follow this policy will result in significant processing delays or denied payment request.

POLICY

1. Award Types

- a. CSFPF and CSUF acknowledges noteworthy work-related or academic accomplishments through the following programs:
 - Outstanding faculty member awards (both for the University and in individual colleges)
 - Outstanding staff member awards

- b. A division head may acknowledge the noteworthy work-related or academic accomplishments of a faculty and/or staff member in addition to the programs listed above through the presentation of an item of tangible personal property. The value of such award may not exceed \$75 in value. A Division Head must approve awards valued more than \$75, but in no instance may the award value exceed \$125.
- c. Faculty/staff length of service awards is generally awarded as part of the University's annual faculty and staff recognition events. Such awards may generally be valued up to \$400. The University also may present an item of tangible personal property generally up to \$400 to an employee upon retirement. When warranted by the length of service, position and achievements of the individual retiring the value of the item may be greater. In no instance may the value of the item exceed \$2,000.¹

2. Cash & Cash Equivalent Awards

- a. Cash and cash equivalent items may be awarded to faculty and staff for recognition of accomplishments (i.e., College's Outstanding Faculty Member, Titan Excellence's Outstanding Staff Member, Outstanding Research Publications, etc.)
- b. Cash and cash equivalent items may **not** be awarded for services.
- c. All cash and cash equivalent items are taxable to the recipient as income¹.

3. Requesting Award Payment

- a. Faculty and staff awards funded by a CSFPF account are to be processed by CSUF Payroll Services. Through the CSUF payroll process (please contact payroll for process details), the requesting department provides its state fund and uses **Program Code 7806** as part of the chart field.
- b. **PRIOR** to submitting documentation to CSUF Payroll Services, the requesting department must submit a **CSFPF Requisition Request**, which must include the following:
 - Vendor shall be identified as CSUF Cashier's Office.

- The recipient's name and CWID is to be included in the description section.
 - The award type must be identified by the following Object Codes:
 - Faculty Awards = 8145
 - Staff Award = 8239
 - Attach supporting documentation, including but not limited to a justification memo, recipient award letter, and/or other documentation to justify the faculty/staff award(s).
 - Authorized Hospitality (D11) form
 - **NOTE:** *A Purchase Order (PO) will be issued once the Foundation approves the Requisition Request. After CSUF Payroll Services issue the award, CSFPF will receive an invoice from the Cashier's Office. The balance due will automatically be apply to the PO, initiating reimbursement to the identified chart field. Any discrepancies will delay the payment/reimbursement process.*
- c. The requesting department should submit CSUF Payroll Services' required documents once a Foundation PO number has been issued.

4. Purchase Orders (PO)

- a. When a PO is issued, funds are encumbered for the identified faculty/staff award(s), ensuring funds are available for payment.
- b. Payment over the original PO amount will require a revised requisition request and supporting documentation.
- c. Funds will remain encumbered until all payments have been made to the Cashier's Office or upon approval of written authorization and explanation for the cancellation.

5. Prohibited Practices

- a. These procedures are not applicable to the following types of expenses:

- Services Rendered
- Additional Compensation
- Conflict of interest
- Advance payments
- Purchasing gift cards

Policy References:

[¹Presidential Directive 11 Guidelines](#)

[Integrated CSU Administrative Manual 1301 – Hospitality Policy](#)