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## FACULTY & STAFF AWARD POLICY

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<b>CATEGORY:</b>	Procurement and Accounts Payable	<b>POLICY #:</b>	TBD
<b>IMPLEMENTATION DATE:</b>	November 1, 2020	<b>UPDATE DATE:</b>	February 15, 2020

### PURPOSE

This policy ensures Faculty and Staff Awards are consistent with the mission and fiduciary responsibilities of Cal State Fullerton Philanthropic Foundation (CSFPF) 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 requests.

### POLICY

#### 1. Award Types

- a. CSFPF and CSUF acknowledge 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 or staff member in addition to the programs listed above through the presentation of an item of tangible personal property. The value of such an award may not exceed \$75 unless a division head approves a greater value not exceeding \$125. In no instance may the award value exceed \$125.
- c. Faculty/staff length of service awards are typically awarded as part of the University's annual faculty and staff recognition events. Such awards may generally be valued at up to \$400. The University also may present an item of tangible personal property, usually up to \$400, to an employee upon retirement. When warranted by the length of service, position, and achievements of the individual retiring, the item's value may be greater. In no instance may the value of the item exceed \$2,000.<sup>1</sup>

## 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 income<sup>1</sup>.

## 3. Requesting Award Payment

- a. Faculty and staff awards funded by a CSFPF account are to be processed by CSUF Payroll Services through the following procedures:
- b. Requesting department must submit a CSFPF Requisition Request **PRIOR** to submitting the Faculty/Staff Award Request form to CSUF Payroll Services (please contact payroll for process details). The Requisition Request must include the following:
  - The vendor shall be identified as CSUF Cashier's Office.
  - The following Object Codes must identify the award type:

- Faculty Awards = 8145
  - Staff Award = 8239
- Supporting documentation may include but is not limited to a justification memo, recipient award letter, and 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 Cashier's Office; the balance due will automatically be applied to the PO, initiating reimbursement to the identified chartfield. Any discrepancies will delay the payment/reimbursement process.*
- c. Requesting department must submit a Faculty/Staff Award Request form to CSUF Payroll Services once a PO number has been issued. The Faculty/Staff Award Request must include the following:
- Recipient award letter with appropriate department approvals
  - Recipient CWID
  - Faculty/Staff CMS Position Number
  - PO number issued by CSFPF
  - ComboCode = 11244-G- -7806 EE primary pay account
  - **NOTE:** *Faculty/Staff Award Request form may be sent to [payroll@fullerton.edu](mailto:payroll@fullerton.edu), and a copy forwarded to [foundation@fullerton.edu](mailto:foundation@fullerton.edu), with the **Faculty/Staff Award Request** as the subject line.*

#### 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 do not apply to the following types of expenses:
  - Services Rendered
  - Additional Compensation
  - Conflict of interest
  - Advance payments
  - Purchasing gift cards

### **Policy References:**

[<sup>1</sup>Presidential Directive 11 Guidelines](#)

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