

REWARDS & RECOGNITION – GUIDANCE ON FUNDING

Yes! Most University budgets can be used for rewards and recognition. Here is some general information:

[RCW 41.60.150](#) gives us the authority to recognize employees, either individually or as a group, for accomplishments. Recognition awards may not exceed \$200 in value per award. This limit also includes gifts and light refreshments.

Regardless of what method is used to pay for rewards and recognition:

- The standard documentation is required:
 - Purpose of the award;
 - Recipients; and,
 - Written approval (with signature) of purchase by appointing authority.
- Alcohol may not be purchased or provided as a reward or for recognition.

The following methods may be used to purchase items for rewards and recognition:

- *Off campus vendor*: Provide Purchasing Services with documentation and work with that office to secure a vendor. A price quote is needed in addition to standard documentation. See their [website](#) for complete information.
- *PCard*: Stuart Thompson, Director of Contracts, Purchasing & Surplus Inventory, has approved the Procurement Card (PCard) to be used for such purchases. Cash equivalents (such as gift cards) may not be purchased. In addition to standard documentation, the signature of the recipient acknowledging receipt of the award is also required. PCard procedures are available [here](#).
- *Wildcat Shop*: Reward and recognition awards may be purchased at the Wildcat Shop using a department charge form. Gift cards are available at the Wildcat Shop.
- *Petty Cash Reimbursement*: Petty Cash can only be used to reimburse for items that have already been purchased with personal funds. In addition to standard documentation, the petty cash form and itemized receipt is also required. Petty Cash Reimbursement Form available [here](#).

For grant/contract-funded positions, supervisors must work with Heather Harrell, Post Awards Manager, Financial Services (963-1988, harrellh@cwu.edu) to discuss funding for rewards and recognition. In most cases, the reward or recognition will need to be supported with indirect or Facilities & Administration funds.

NOTES:

Use of budgets for recognition depends on the budget type. RCW 41.60.150 gives state agencies the authority to recognize employees, either individually or as a group, for accomplishments like outstanding achievements, safety performance, longevity, outstanding public service, etc. Recognition awards may not exceed \$200 in value per award. Award costs must be paid by the department giving the award.

Grant/Contract budgets vary in the expenditures that they allow; however, most grants/contracts do not allow recognition expenses.

[RCW 41.60.150: Recognition awards.](#)

[WAC 292-110-010: Use of state resources.](#)

[The Washington State Executive Ethics Board](#) maintains a list of frequently asked questions and examples that provide additional guidance regarding this section.