

# **8-4: Gift and Award Policy**

Issued: 09-01-2011

## **1. Purpose**

This policy describes the rules and requirements for using College funds to pay for gifts and awards for employees, associates, and other individuals (including students; and, is designed to provide reasonable assurance that recognition awards, rewards, and prizes distributed by the College are properly captured as subject to appropriate tax reporting.

## **2. Policy**

The Gift and Award Policy is currently under review. Please contact the Controller's office for questions regarding purchases of gifts.