



BULLETIN

SUBJECT: PURCHASE OF AWARDS

2011-12 NO. AS-35

TO: All School Sites and Departments

DATE: May 8, 2012

PREPARED BY: Amari Watkins

DEPARTMENT: Accounting Services

REVIEWED BY: Patricia A. Hagemeyer

APPROVED:

State law prohibits the purchase of gifts with public funds. School districts are funded with public funds; therefore, purchases of gifts cannot be made with district funds.

Certain recognition awards have been deemed allowable by our governing board. These items are not considered gifts, but are considered to be operational expenses. Allowable recognition awards, which may be awarded to employees, school volunteers, and students, include items that:

- cost less than \$25.00 per person
- are related to the school/district or to education
- are not personal wear items, gift cards, gift certificates, or cash awards

Allowable items might include pins and buttons, small tote bags or portfolios, or other items designed to boost morale or recognize educational achievement or school pride, as long as the cost per person does not exceed \$25.00. Unallowable items include t-shirts, hats/caps, jackets, or other items of personal wear, gift cards, gift certificates, cash, as well as any items that cost more than \$25.00 per person.

Purchase of items necessary for an instructional program that become the property of the students (such as art supplies) are not considered gifts. These items are part of the instructional program and are then part of the district's publicly-funded purpose.

Additionally, purchase of items for individual consumption (for example, snacks, beverages, or meals that comply with district guidelines and per diem dollar limits) at district and school meetings are not considered gifts. They are part of the cost of conducting the meeting.

Purchase of personal wear items for students is not allowed, unless the items are purchased from donation funds. Donations may be used to purchase employee recognition items except for gift cards and gift certificates. Limitations on wearable items do not apply as long as the donor has not restricted the donation for these items. As an example, T-shirts, and other popular award items that may not be purchased by district funds, may be purchased using donation funds. Donations may never be used to purchase illegal items, such as alcoholic beverages, fire arms, items of a religious nature, employee bonuses, or other items not allowed by law.

If you are not certain if an item is allowed or have questions regarding this regulation, please contact Amari Watkins at 643-7837 or Gerardo Castillo at 643-9405.