



OFFICE OF ADMINISTRATION ADMINISTRATIVE POLICY

POLICY TITLE: Gifts and Awards	AUTHORIZED BY: Larry W. Schepker Commissioner
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ISSUED: October 1, 2008	REVISED:

I. General Statement

This policy is established to define the guidelines for gifts and receptions based on 1 CSR 10-3.010 (2) (A) which provides that the purchase of goods or services must be substantially justified as directly related to the transaction of state business.

The rule makes an exception for retirement, service and other recognition award gifts that are reasonable and primarily represent a token of recognition and not a reward with a cash equivalent or substantial monetary value. Expenses for related receptions must be at a nominal price per person attending.

II. Guidelines

A. Gifts

1. Must be approved by the division director.
2. Must be appropriate for a use of state funds.
3. Must not be personal, for example, golf clubs, fishing rod, flask, etc. Examples of allowed items include framed pictures, pen and pencil sets, trophies, plaques, engraved items, mugs, coasters, clocks and watches (as long as they are engraved or have some type of state logo on it).
4. Cannot have monetary value, for example gift cards.
5. Must be reasonable in price. Retirement gifts are limited to \$3 times the employee's years of state service as accepted by MOSERS, not to exceed \$100.
6. Service and recognition awards must be approved by the Commissioner of Administration.
7. This policy does not apply to gifts purchased from funds collected from employees.

B. Receptions

1. Must be approved by the division director.
2. Must include only food appropriate for a reception, e.g., cookies, cake, soda, etc.
3. Must comply with the requirements of Agency Provided Food Policy SP-5.

C. Exceptions

1. The Commissioner of Administration or designee must approve any exceptions to this policy.