



University of California, Santa Barbara  
**Non-Cash Awards – FlexCard APPROVAL FORM**

\_\_\_\_\_  
 PRINTED Name of Award Recipient

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Department

\_\_\_\_\_  
 Division

Non-Cash Awards. It is the policy of the University of California that non-cash awards may be made to an employee for recognition, length of service, or retirement purposes, or as an expression of sympathy. Such non-cash awards may also be made to non-employees or organizations on behalf of the University. Award expenditures are limited as follows:

Award	Dollar Limit
Employee Recognition	\$75.00
Non-Employee Recognition	\$250.00
Length of Service	\$400.00
Retirement	\$400.00
Sympathy Gifts	\$75.00

Any awards over the amounts listed above are not allowed. Cash or negotiable gift certificates are not allowed. Please see Business and Finance Bulletin G-41 – Policy on Employee Non-Cash Awards and Other Gifts (<http://www.ucop.edu/ucophome/policies/bfb/g41.pdf>) or Business and Finance Bulletin G-42 – Policy on Gifts Presented to Non-Employees on behalf of the University (<http://www.ucop.edu/ucophome/policies/bfb/g42.pdf>) for a complete description of the policies, along with a listing of Allowable and Unallowable awards and gifts.

Description of Expense	Date of Expense	Amount
Reason for Recognition:		

**Account to be Charged:** \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
Loc Account Fund Sub Object Code

\_\_\_\_\_  
 Prepared by

\_\_\_\_\_  
 Phone Ext.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Department Head Approval Signature

\_\_\_\_\_  
 Phone Ext.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Print Name, Title and Department of Approver

**This approval to be kept on file in the originating department  
 as back-up documentation for FlexCard purchases.**