

Using District funds to recognize employees is permissible provided such items are nominal in nature. Recognition awards may only be given for verifiable, employment-related accomplishments. When using District funds to recognize employees, the following guidelines must be followed:

Cost and Award Type

- Individual recognition awards may not exceed \$150 in value.
- Acceptable recognition awards may include but are not limited to: plaques, framed certificates, flowers, and district apparel.
- Gifts for birthdays, weddings, or other personal occasions specific to the individual are not allowed.

Funding Source

- Costs shall be paid by the school, department, or program giving the recognition award.
- Purchases of recognition awards shall be made by procurement card. Employee reimbursement may be issued for recognition award purchases in cases where procurement cards were unavailable. District procedures over the use of procurement cards and employee reimbursement must be followed.
- Under no circumstances may recognition awards be purchased using state or federal grant funding.
- The aggregate amount spent on recognition awards for the period should not exceed that which was budgeted by the department for these types of purchases.

Required Documentation

Purchase documentation must be maintained for all recognition award purchases, to include: name of recipient, cost, and verifiable reason for the award.

If gift cards are purchased, a photocopy of the gift card (front and back) must accompany required documentation.

Celebratory Events

Events may be held to celebrate verifiable accomplishments of an employee or group of employees (e.g., retirement or teacher of the year celebrations). The aggregate cost to recognize an employee shall not exceed \$150; the threshold remains the same in cases an award *and* celebration are granted. The following guidelines should be followed for such events:

- Refreshments may be purchased, such as cake, food, or drink.
- Purchase documentation must be maintained, including the reason for the event.

- Alcoholic drinks may not be purchased using district funds, nor consumed on district property.
- District-sponsored events may not be held for birthdays, weddings, or other personal occasions specific to the individual(s).

Adopted: October 14, 2025 NTPS Cabinet