

UTMB – LOGISTICS ADMINISTRATIVE POLICY HANDBOOK

Section	1	Logistics Administrative Policies	Effective	11/01/2000
Policy	1.12	Use of Rewards & Recognition Budget	Revised	02/01/2004 05/16/2006

POLICY DELETED 9.15.2006

Audience:

All Logistics employees and teams.

Purpose:

To provide consistent guidelines for the proper accounting of employee and team celebration budgets.

Policy:

Designated funds budgeted for team development and employee celebration must be used in accordance with all existing Federal, State, UT System, UTMB and Logistics guidelines.

Procedure:

Funds cannot be issued in cash.

Ways funds can be accessed:

Option 1. An employee makes a purchase and is reimbursed

Option 2. UTMB Catering is ordered and Logistics is direct billed

Option 3. Outside catering is ordered and the vendor invoices for food and/or services

Documentation – options 1&3:

- Complete the *Entertainment and Employee Function Form* located in the Logistics Forms Library under SAS Forms.
- Attach original, itemized, paid receipts, or the original vendor invoice.
- Submit a service request in SAS Online following the procedure “How to Request a Reimbursement or Vendor Payment for Institutional Business Functions”.
- Write the service request number issued by the system on the paperwork and submit to SAS, rt. 0902 for processing.

Documentation – option 2:

- Place the order with catering providing an accurate description that includes items ordered, purpose, event date and approximate number of people attending, team/area name, and the name of the person placing the order.
- Complete the *Entertainment and Employee Function Form* when the charge amount is known and submit to SAS, rt. 0902 for funds reconciliation.

Approved by Leadership: _____

Date: _____

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NOTE:

Sales tax on a purchase will not be paid. Obtain a tax-exempt form from the Acquisition front desk, fax to the vendor, or present to the vendor if the order is picked up.

Sales tax on a restaurant bill is reimbursable.

Consequence:

Misuse of funds or inability to provide sufficient and valid support will result in:

- Loss of budget.
- Cost to the employee.