

## Employee Recognition Awards

[Virginia Tech Policy 4335](#) outlines the guidelines to follow regarding employee recognition awards.

Recognition award items must be procured by use of the following procedures.

- A purchase order should be issued to the vendor through HokieMart if at all possible.
- If the value is less than \$2,000 and the vendor will not accept a purchase order, the departmental purchase card can be used. If the value exceeds \$2,000 and the vendor will not accept a purchase order, the department can apply for a temporary lift on the purchase card's spending limit by filling out the [Purchase Card Lift/Exemption Request Form](#) and returning it to [the Purchase Card Administrator](#).
- Use account code 14138 – Employee Awards Program on your non-catalog requisition in HokieMart or on your purchase card reconciliation. Assign all charges to this account code to identify it as a non-monetary award purchase.
- Cite the Award Program Reference Number, assigned by Human Resources, on the HokieMart requisition or purchase card retained records.

More information on Recognition and Employee Awards can be obtained from [Virginia Tech Human Resources](#).

## Current Contract Vendors

Please refer to the [Virginia Tech Contracts search tool](#) for a list of vendors. Keyword search promotional to view a list of current contracted vendors for promotional items that may be able to assist with the purchasing of employee awards.

While using one of these vendors is not required, it is highly recommended as they have been vetted by Procurement and offer Virginia Tech the highest discounts on their products.

For more information, contact [Procurement](#), 540-231-6221, or [the HokieMart help desk](#).