



## How Do I Buy or Handle...

### *Employee Recognition Awards*

#### **Description of Purchase Process:**

[University 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, then the departmental p-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 p-card's spending limit by filling out the [P-card Lift/Exception Request form](#) and returning it to [purchasecard@vt.edu](mailto:purchasecard@vt.edu).
- Use account code **14138 – Employee Awards Program** on your non-catalog requisition in HokieMart or on your p-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 p-card retained records.

More information on Recognition and Employee Awards can be found on the [Human Resources website](#).

#### **Current Virginia Tech Contract Vendor(s):**

Please refer to the [VT Contracts search tool](#) for a list of vendors. Key word 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 [hokiemart@vt.edu](mailto:hokiemart@vt.edu)