GIFT LOG Requirements

Marketing Items
• Should not exceed $100.00 per item
• Will not require name, SS# or signature
• Ex: pens, t-shirts, key chains, etc.

Gift Items — less than $100.00 per item
• De Minimis or fringe benefits that are both low in cost and given on an infrequent basis.
• Required – Name of recipient only

Gift Items — more than $100.00 per item
• Requires name of the recipient, SS#, and signature

Cash, Gift Cards or Cash Equivalents
• Gift cards and cash equivalents cannot be purchased.
• Cash awards require the name of recipient, SS#, and signature regardless of the amount.

---Remember to have recipient check the box next to TAMU employee if they are from any of the components of the A&M System.

Please note:
The above requirements will be used in evaluation of each Gift Log submitted; however Accounts Payable reserves the right to require additional information based on items purchased which maybe have taxable implications to the recipient.