

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 (Will not require SS# or signature)

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 utilized in assessing each Gift Log that is submitted. Accounts Payable may request further information regarding items purchased if there are potential tax implications for the recipient.