

# 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 may have taxable implications to the recipient.*