

## **PURCHASING ITEMS TO COMMEND STAFF/STUDENTS**

### **STAFF**

Awards or recognitions for staff should be limited to certificates or small mementos (such as paperweights, pins, rulers, calculators, etc.). For recognition of an individual accomplishment, a plaque or desk decoration (glass apple, etc.) is appropriate. Meals should not be provided for the sole purpose of recognizing staff. Meals provided as part of an in-service are appropriate within per diem guidelines. Gift cards should not be purchased from District funds for staff awards or recognitions.

### **STUDENTS**

Incentives, awards or recognitions for students should be limited to certificates or small mementos (such as pencils, rulers, etc.). For recognition of a significant individual accomplishment, a plaque is appropriate. Gift cards should not be purchased from District funds for students. Since ASBs and PTAs are exempt from these restrictions, having these groups assist with incentives and awards is a strategy that you may wish to employ.

### **APPROPRIATE GIFT CARD AMOUNT FROM ASB**

After much discussion and keeping in mind our auditors opinion, it was determined that the maximum gift card purchases out of ASB should be \$25 per recognition or incentive event. These gift cards cannot be purchased with the District Cal-Cards.