MEMORABILIA ALLOWABILITY FORM

Department: ____________________________________________ Date: ________________

Is this an employee apparel purchase (IF YES FILL OUT APPAREL ALLOWABILITY FORM)?

Prior approval is not required for promotional memorabilia.

Section I - Promotional Memorabilia

Name of Recipient: __________________________________________________________

“Gifts of memorabilia . . . to non-AU individuals are allowed if it is determined that these expenditures are in the best interest of the University and promote the purposes of the University (A.G. Opinion 2015-004) . . . Gifts to employees are generally unallowable as this would be considered taxable compensation and reportable on Form W-2.” (AU Spending Policy P.33)

Is this a retirement gift for an AU employee (Max $100)? YES NO

Is this memorabilia compensation for work provided? YES NO

Is this individual a visitor to the Auburn University Campus? YES NO

If yes, please describe the nature of the individual’s visit. If no, please describe the business purpose of the requested memorabilia. Merely stating that this is a gift for a stakeholder is insufficient.

________________________________________________________________________________________

________________________________________________________________________________________

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Please briefly explain how this purchase is in the best interest of the University and promotes the purposes of the University (Please note that any gifts to Donors are not appropriate on State Funds)

________________________________________________________________________________________

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Fill out for either section:

FOP to Charge: ___________________________ - ___________________________ - ___________________________

Employee making purchase: ____________________________________________________________

Signature: __________________________________________________________________________
Section II– Payment

Invoice Number: _______________

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<th>Product</th>
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Grand Total

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