ALLOWABILITY FORM

Department: _____________________________________________________________

Is this an employee apparel purchase (IF YES SKIP TO SECTION II)? YES  NO

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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Section II – Apparel Allowability

**Per Au Spending Policy**: Prior approval from PBS must be obtained before making apparel purchases.

Has Pre-Approval been obtained (via PBS) to purchase apparel?  
YES  NO

*If no please email this completed form to Ginny Yarbrough or Jeff Wooley to obtain approval. yarbrvr@auburn.edu or jrw0138@auburn.edu*

Name of Employee receiving apparel: __________________________________________________________

Banner Number of recipient: ________________________________________________________________

Is this individual an employee of Auburn University?  
YES  NO

*If no, fill out Section I. If yes, please contact Spirit Store to complete information below.*

How many pieces of de minimis apparel have you received this calendar year? (2 max) ____________

What is the total dollar value of de minimis apparel you have received this calendar year? ________

What is the current number of pieces of de minimis apparel being ordered? (2 max per calendar year) _____

What is the total dollar value of de minimis apparel for the current order? ___________________________

Section III – Bulk Orders

**Per Au Spending Policy**: Prior approval from PBS must be obtained before making apparel purchases.

Has Pre-Approval been obtained (via PBS) to purchase apparel?  
YES  NO

*If no please email this completed form to Ginny Yarbrough or Jeff Wooley to obtain approval. yarbrvr@auburn.edu or jrw0138@auburn.edu*

Are the recipients’ employees of Auburn University?  
YES  NO

*If yes does this qualify for the employee de minimis apparel?*  
YES  NO

*If yes additional documentation with the information from section II will be required for each employee.*

What is the business purpose and benefit to Auburn University?  
_____________________________________________________________________________________

_____________________________________________________________________________________

_____________________________________________________________________________________

FOP to Charge:_____________________________-_____________________________-_______

Employee making purchase: ____________________________________________________________

Signature:____________________________________________________________________________
Section IV – Payment

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<th>Product</th>
<th>Unit Price</th>
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Grand Total

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