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 – Individual Apparel Order Allowability

Is this an apparel bulk order purchase *(IF YES SKIP TO SECTION III)*? YES NO

**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 Apparel Order 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 and the bulk order spreadsheet form on the Spirit Store website 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

*Is this for employee de minimis apparel or an AU Event Employee Event*

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

Fill out for all orders:

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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