



EXECUTIVE VICE PRESIDENT—
BUSINESS OPERATIONS

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March 12, 2008

CHANCELLORS

Business and Finance Bulletin G-41, *Employee Non-Cash Awards and Other Gifts*, has been revised to include the following changes:

- The number of recognition awards that an employee may receive is limited to three per calendar year.
- Gift certificates and cards should be inscribed with the employee's name, if possible, and may not be used for gifts of services.
- Additional guidance on quantity purchases of on-the-spot awards is provided.
- In lieu of a sympathy gift of tangible personal property, a cash contribution of \$200 or less may be made to a charitable organization.
- Guidance on raffles for door prizes and other incentive gifts is included.
- A new Appendix A is included, which summarizes the per-person award and gift limits and the tax treatment for amounts approved in excess of those limits as an exception to the Bulletin.

In addition, several technical changes were made to clarify the requirements contained in the revised Bulletin, a copy of which is enclosed. Questions about the requirements may be directed to Manager Michael O'Neill.

Sincerely,

Katherine N. Lapp
Executive Vice President

Enclosure

cc: President Dynes
Members, President's Cabinet
Principal Officers of The Regents
Universitywide Policy Office