COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

# Justification/Approval for Gift/Award/Promotional Purchases

Complete this form and obtain approval **prior** to purchasing gifts, awards, or promotional items for official university business.

Please use commitment item 660700 for approved gifts or awards and commitment item 660715 for promotional clothing.

Responsible Employee*: _____ Date Prepared: _____

Requesting Dept: _____ Requesting Dept Funds Center: _____

## Expenditure Justification

Expenditure Type: Promotional Items (pg 10-Sect L1)

Link to PASSHE Spending Guidleines

Link to Commonwealth University Spending Guidleines

Business Purpose of Expenditure: _____

## Vendor and Cost Information and Description

Vendor Name: _____ Estimated Cost: _____

Description of Expenditure: _____

☐ Check here if items have BU/LHU/MU/CU Logo.

Link to Procurement Shared Services for supplier information

## Approval

I authorize this expenditure and certify that it is for official business purposes and is in compliance with University spending guidelines.

**Dean/Vice-President signature:** _____

Note - if related to grant, request must be approved by Grant Accountant

Grant Accountant signature (if applicable): _____

Version 10/29/26

**Instructions for Justification /Approval for Gift/Award/Promotional Purchases Form**

*** Responsible Employee** is defined as the individual responsible for the budget that will be used to make the purchase.

1. This form should be completed and approved **prior** to purchasing gifts, awards and/or promotional items for official university business.

   **Form must be used for the following expenditures, the associated Spending Guideline page and section are referenced below:**

   a. Floral Tribute (President Only) (pg 8 - Sect K1);
   b. Greeting Cards (President Only) (pg 8 - Sect K2);
   c. Invitations to Official University Event (President Only) (pg 8 - Sect K2);
   d. Employee Awards (Human Resources) (pg 9 - Sect K3);
   e. Gifts and Awards to Students and Others (pg 9 - Sect K5);
   f. Promotional Items (pg 10 - Sect L);
   g. Promotional Clothing (pg 10 - Sect L).

   (1.) For items a. - f., please use commitment item 660700.

   (2.) Promotional clothing is defined as that which has the university logo and/or event designation for employees, students, and volunteers who are serving as official representatives of the university for student orientation events, sporting events, or other official university events. Please use commitment item 660715.

   (3.) Commonwealth University owns and controls the use of its name(s) and other marks, logos, insignias, seal, designs, or symbols that are associated with the University through a federally registered trademark. Please review the updated list of approved vendors when using university logos. List of Approved Vendors

2. Steps to complete form:
   a. Responsible employee completes prior to purchase;
   b. The completed form is then emailed to the appropriate Vice President (VP) for e-signature approval;
   c. Attach completed/signed form to purchase request;
   d. Purchasing will issue purchase order to vendor;
   e. If purchase is made with purchasing card, save document as a pdf and upload with receipts.

3. NOTE: If actual costs are significantly different from the estimates, the Accounts Payable department may contact the requestor for further justification.

4. Proper authorization and signatures must be obtained; the responsible employee of the form cannot be the approver.

5. Contact the Accounts Payable Department with any questions concerning this form.