



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:

[Link to expenditure description \(Spending Guidelines\)](#)

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 approved vendors](#)

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 (print name): _____

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

Grant Accountant (if applicable): _____

[Link to esignature instructions](#)

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 6 - Sect L1);
- b. Greeting Cards (President Only) (pg 6 - Sect L2);
- c. Invitations to Official University Event (President Only) (pg 6 - Sect L2);
- d. Employee Awards (Human Resources) (pg 6 - Sect L3);
- e. Gifts and Awards to Students and Others (pg 6 - Sect L5);
- f. Promotional Items (pg 7 - Sect M);
- g. Promotional Clothing (pg 7 - Sect M).

(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.) Bloomsburg 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 purchasing department may contact the requestor for further justification.
4. Proper authorization must be obtained; the responsible employee of the form cannot be the approver.
5. Contact Procurement Department with any questions concerning this form.