

Promotional expenses must withstand the test of public scrutiny. Payments that are made for promotional purposes to external customers, and properly documented, are allowable university expenses. Examples include: cards, flowers, candy, and other small gifts (mugs, clothing, blankets), sponsorship or an event or activity. Current NDSU employees (including terminating or retiring employees) or departments must be considered internal parties. Promotional expenses directed to benefit internal parties are not allowable, regardless of funding source. An exception to this policy is made in cases of the employee length of service award and retirement awards. (See web site at: <http://www.legis.nd.gov/information/acdata/pdf/4-07-18.pdf>)

NDSU Bookstore Gift Cards - Quantity / Denomination:

_____ / \$5.00 _____ / \$10.00 _____ / \$25.00 _____ / \$50.00 _____ / \$100.00 _____ / Other _____

NDSU/Other Promotional Items

<u>Value</u>	<u>Description</u>
\$ _____	_____
\$ _____	_____
\$ _____	_____
\$ _____	_____

Date Given: _____

Items Purchased For:

First Name: _____ Last Name: _____
Address: _____ City: _____ State: _____ Zip: _____

First Name: _____ Last Name: _____
Address: _____ City: _____ State: _____ Zip: _____

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Address: _____ City: _____ State: _____ Zip: _____

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First Name: _____ Last Name: _____
Address: _____ City: _____ State: _____ Zip: _____

First Name: _____ Last Name: _____
Address: _____ City: _____ State: _____ Zip: _____

Event and/or Reason for Gift:

Vice President (Authorized Signature if needed)

Date