

Policies of the University of North Texas	Chapter 10
10.009 Gifts and Honorariums	Fiscal Management

Policy Statement. The purpose of this policy is to establish guidelines for gifts and honorariums.

Application of Policy. Total University.

Definitions. None.

Procedures and Responsibilities. Gifts, which include tips, flowers, and other items for personal use or of a personal nature, can be purchased or reimbursed only from unrestricted gift funds.

Honorariums are, by definition, gifts to an individual. The payment of an honorarium is in violation of Article 3, Section 51 of the Constitution of the State of Texas and as such is not payable by the University, except from unrestricted gift funds.

Gift certificates in any amount are considered income and will be reported on employee's W2 per UNT Policy 05.041. Gifts and awards in cash may only be approved by the President or designate and may only be granted on a University-wide basis. All cash gifts and awards are considered supplemental compensation by the IRS; therefore, they must be paid through Payroll and will be subject to all payroll taxes (UNT Policy 10.042).

Any awards to employees should be made in accordance with UNT Policy 05.041.

Responsible Party: VP Finance and Administration/Sr. Associate Vice President for Finance

References and Cross-references.

UNT Policy 05.041, Faculty and Staff Gifts and Awards

UNT Policy 10.042, Tax Rules for Employee Gifts and Awards.

Forms and Tools. None.

Approved: 8/1/1991

Effective:

Revised: 8/93; 8/97; 8/98; 5/01; 11/05; 4/2011 reviewed with no change; formatted.