

Gifts and Gratuity

Contributions

Contributions to other organizations must be supported by a justification on the requisition that indicates the contribution is within the mission of the department. Only funding sources that allow contributions may be used. See [Gifts](#).

Each requisition should contain the following:

- an invoice or approved solicitation such as requests from student organizations; and
- justification of how the contribution benefits the UNT System.

Use the category code below in ePro.

Classification	ePro Category Code
Awards – Non Employees	080-78

Flowers, Floral Arrangements, and Plants

State agencies may not use state funds to purchase flowers, floral arrangements, or plants. A state agency may not use appropriated money to purchase, lease, or maintain live or artificial indoor plants. Local funds have no such restrictions and may be used to purchase flowers, floral arrangements, and plants for employees in celebration of a birth or adoption of a child; for an illness; for the family of an employee who passed away or for an employee who had an immediate family loss; for the family of a student who passed away; for decorations at events such as a luncheon or conference meeting; or for administrative professional's day. Use one of the following category codes in ePro.

Classification	ePro Category Code
Flowers and Floral Arrangements	595-03
Plants, Indoor as office decor	334-06
Plants, Flowers as part of Ground Maintenance	595-28

Tips

An employee may be reimbursed for tips associated with official UNT System business and/or travel under the following conditions:

- Payment/reimbursement is made from local funds. State appropriated funds may not be used for the payment/reimbursement of tips.
- Amount of tips must be appropriate with a maximum of 20%.
- Receipt showing the tip amount is required. A copy of the receipt should be submitted electronically with the ePro requisition.

Contact [Travel Services](#) for questions on tips related to travel.

Note: Tips are not allowed on UNTHSC grant funds.