

CCS Administrative Procedure

2.10.06 – C Receipt of Door Prizes

Implementing Board Policy [2.10.06](#)

Contact: Chief Financial Officer

1.0 Purpose

To provide guidance regarding the receipt of door prizes when CCS has paid consideration for an employee to attend a conference, seminar, trade show, or similar event.

2.0 Limitations and Requirements

- 2.1 [Executive Ethics Board Opinion 98-10](#) addresses the receipt of door prizes won at a conference, seminar, trade show or similar event (hereinafter "event"). Consistent with this advisory opinion, a prize won by a CCS employee:
 - 2.1.1 Becomes CCS property if:
 - 2.1.1.1 CCS paid the registration fee(s) for attendance at the event, and/or
 - 2.1.1.2 the employee attended the event during his/her normal work/contract schedule and/or in his/her capacity as a CCS employee.
 - 2.1.2 May be retained by the employee provided:
 - 2.1.2.1 CCS has not paid consideration for attendance at the event, and
 - 2.1.2.2 the employee attends on his/her own time, and
 - 2.1.2.3 CCS business cards are not used to enter the drawing.
- 2.2 If the prize is CCS property based on the conditions provided in 2.1.1, above, the employee is responsible for obtaining the value of the prize and taking the following action:
 - 2.2.1 If the estimated value is **less than \$50.00**, the employee is allowed to retain the prize based on the assumption of de minimis value. No further action is required.
 - 2.2.2 If the estimated value is **\$50.00 or more**, the employee must report receipt of the prize to the CCS Chief Financial Officer (CFO). The notification shall include a description and the estimated value of the prize.
- 2.3 The CFO will evaluate the prize and determine if the prize has a business- or educational-use within CCS. "Business- or educational-use" means that:
 - 2.3.1 there is an economic benefit to CCS in retaining the prize, or
 - 2.3.2 the prize is something customarily purchased by CCS.
- 2.4 Prizes that become CCS property will be handled as follows:
 - 2.4.1 The prize will be retained for use by CCS. To the extent possible prizes retained by CCS will be used to benefit the employee's institution.
 - 2.4.2 The prize will be returned to the donor or donated to a charity in accordance with state rules and regulations.
 - 2.4.3 The prize will be sent to Central Receiving to surplus in accordance with state rules and regulations.

3.0 Additional Information

- 3.1 [Board of Trustees Policy 2.10.06](#), General Ethics for Employees & Officers
- 3.2 [CCS Administrative Procedure 2.10.06-A](#), General Ethics for Employees & Officers
- 3.3 [Executive Ethics Board Opinion 98-10](#), Receipt of Door Prizes