Recognition Program Authorization (RPA) [1]

Used to document details and approvals for a recognition program.

Download: Recognition Program Authorization (RPA) Form [2]

Effective Date: 05/01/2021 (Form revised 05/01/2024 to show OUC branding.)

The OUC has reengineered the finance forms pages to improve user experience by enhancing page design and content. Learn more here [3].

Frequently Asked Questions

Q: **Who needs to sign this form?**
A: Someone in a position of authority for your department needs to provide the Organizational Unit Authorizing Signature; this might be the head of your department or other person.

- If recognition program is for employees: The form must be signed by the Campus HR Director and by the Officer for the org unit. (Tip: You can look up your Officer in FIN. Log into your campus portal, select the Finance System tile, and click the SpeedType tile. Search for your SpeedType. The Officer's name is displayed on the Org/Program/Project Attributes tab.)
- If recognition program is for non-employees: The form must be signed by the Org Fiscal Principal. (Tip: You can look up the Fiscal Principal in the same way you look up Officer information - see above.) If an individual award to a non-employee is over $2,000, then the form must also be signed by the Officer for the org unit.

Q: **When is an RPA form/a recognition program required?**

A: In most cases, a recognition program must be in place prior to spending University funds for awards, rewards, or prizes. There are some exceptions -- situations where a recognition program is not required -- for example, staff appreciation meals, retirement gifts, non-cash awards/plaques engraved with the recipient's name, and small-dollar non-cash items (up to $100 individually or in aggregate during a calendar year and not associated with an annual employee evaluation program). For details, refer to the recognition grid in the Finance Procedural Statement Recognition & Training [4].

Q: **Are family members/guests allowed to attend recognition events?**
A: Family member participation in official function events should be limited to those

appropriate, e.g., employee's spouse or domestic/civil union partner, although in certain circumstances (such as appreciation or retirement functions), it may be appropriate for additional family members to attend.

Q: **Are there related resources on how/when to use this form?**
A: Yes! See the Finance Procedural Statements Recognition & Training [4] and Sensitive Expenses [5] for additional details.

Have a question or feedback?

Questions & Feedback [6]

Feedback or Question *

Your Name

Your Email Address

┌─ CAPTCHA ──
│ This question is for testing whether or not you are a human visitor and to prevent
│ automated spam submissions.
└──

Submit