



# TEXAS CITY

INDEPENDENT SCHOOL DISTRICT

TOGETHER WE SUCCEED

## EMPLOYEE RECOGNITION / APPRECIATION GUIDELINES

Item	Details	Limit	Funding
One Convocation Shirt	District, Department or Campus Branded	Limit 1 Shirt \$30	Fund 199 Fund 461 Donations
Recognition / Appreciation Gifts (Including Spirit Shirts / Jackets)	Same item(s) purchased for entire group, campus, department AND District, Department or Campus Branded AND / OR Job related AND / OR Educational purpose	\$55 Total for the fiscal year (9/1 - 8/31)	Fund 199 Fund 461 Donations
Working Meals	On-site meeting Per Diem limits apply Agenda and sign-in sheet required	Breakfast \$12 Lunch \$15 Dinner \$18	Fund 199 Fund 461 Donations
Holiday / Appreciation Meals	Meal provided for department, campus, building using approved vendor	Two Meals Per Semester \$20 Maximum each meal	Fund 199 Fund 461 Donations