

Standard Operating Procedure (SOPS) Name or Title: Retirement Acknowledgments		
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SOP Originator: Fiscal Services Supervisor	Approval Authority: Chief Financial Officer	Effective Date: 11/13/2024
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Signature:	Signature:	Other:

PURPOSE:

Provides the procedure for obtaining retirement acknowledgments in accordance with the Department of Finance and Administration Manual of Model Accounting Practices (MAPS) policy.

SCOPE:

This procedure applies to all retirement acknowledgments provided by the Law Office of the Public Defender.

RELEVANENT POLICY:

MAPS FIN 5.6 Employee Service Awards Policy (Issued July 1, 2021):

Items purchased for use as employee service awards must comply with the following criteria:

1. The item must not have any intrinsic value or worth to anyone but the recipient, and its cost should not exceed \$75.
2. The item must not represent a financial award to the recipient, possess exchange or sale value, nor provide any purpose other than as an award to the recipient. *For example, clocks, watches, artwork, gift cards, and gift certificates should **not** be used as employee service awards. Plaques of nominal value are potentially allowable.*
3. Affixing the State seal to, or engraving, an item of more than nominal value does not, per se, reduce its value.
4. Employee service awards are considered miscellaneous expenses and must be charged to account code 547900.

RESPONSIBILITY and ACCOUNTABILITY:

This procedure applies to all employees, divisions, and offices of the Law Office of the Public Defender.

PROCEDURE:

Step:	Action:
1	Send a request to Programs Administrator Marisa.salazar@lopdm.us with detailed information for your request and the LOPD retirement Acknowledgement request form. The request must include the name of the recognized employee and the reason for the recognition.
2	If the request is approved, you may select which item you would like to order for the employee. The selections include a wooden plaque, a gold metal star paperweight, or a crescent glass and photo holder. Please note that the language for the items is standard for the department; please see the sample below. The Deputy Chiefs have approved the language for all acknowledgments.
3	Once you receive approval, Marisa Salazar will email approval to lopdm-fiscal@lopdm.us for processing and cc the requestor.
4	Per MAPS policy, gifts must not be clocks, artwork, or gift cards, and the final price will not exceed \$75.
5	Allow a three-week turnaround for delivery of the recognition plaque.
6	Notify Fiscal of the delivery of the item within 48 hours of receipt.

