

**Executive in Charge, Office of Management
Action Item**

SUBJECT: Approval of one updated financial policy chapter.

Vol.	Ch.	Title
II	4	Awards, Ceremonies, Food or Refreshments, Gifts or Mementos

DISCUSSION: The Financial Policy Steering Committee voted, approved, and recommended CFO approval of the following policy chapter:

- Volume II, Chapter 4, *Awards, Ceremonies, Food or Refreshments, Gifts or Mementos*, establishes VA financial policy and procedures relating to award ceremonies or traditional ceremonies, awards, food or refreshments, and gifts or mementos that may be provided to VA employees or to the public, and the proper use of funds. Regardless of the type of funds used (e.g., general appropriations, general post fund, revolving, franchise, supply fund, trust), the policies and procedures in this chapter apply.

NOTE: A summary of revisions to the chapter is attached.

RECOMMENDATION: Approve the updated financial policy chapter by signing below.

Approved:

 /s/ Edward Murray for Helen Tierney
Helen Tierney
Executive in Charge, Office of Management,
and Chief Financial Officer

 11/29/2013
Date