

Standard Administrative Procedure (SAP)

25.99.99.J1.01 Condolences and Congratulations

Approved: October 1, 2026

Next Scheduled Review: October 1, 2031

Procedure Summary

This SAP establishes guidelines for the purchase of flowers and plants with university funds.

Procedure

- A standard arrangement of flowers or plants will be sent on behalf of the University to employees, close associates, or significant supporters of the University who have lost a spouse, or the employee's or spouse's child, stepchild, parent, stepparent, brother, stepbrother, sister, stepsister, grandparent, step grandparent, great grandparent, step great grandparent, grandchild, step grandchild, great grandchild, or step great grandchild. Flowers/plants may also be sent in other cases that seem exceptional such as in the case of the loss of a roommate.
- A brick, memorial book for the library or similar form of expression may be provided instead of flowers, as authorized by the President.
- A standard arrangement of flowers/plants will be sent on behalf of the University for the loss of a Texas A&M University-Victoria (A&M-Victoria) employee.
- In other instances, in which condolences from the President on behalf of the University are appropriate, a standard sympathy card will be used.
- University funds may not be used for memorial contributions to be given to charities in lieu of flowers. If flowers/plants are not appropriate, only a card will be sent.
- Only in very exceptional cases will flowers be used for purposes such as hospitalization.

A standard congratulatory card will be used for marriages, births, honors, promotions, or other such happy occasions, as appropriate.

- The President will provide a onesie to employees, close associates, or significant supporters of the University who are expecting a child or grandchild or recently welcomed a child or grandchild.

Flowers at a cost not to exceed \$50 within the City of Victoria or \$75 outside the City of Victoria, including delivery charges, may also be purchased from Unit of Excellence funds if:

- Sent to employees, close associates, or significant supporters of the University who have lost a spouse, or the employee's or spouse's child, stepchild, parent, stepparent, brother, stepbrother, sister, stepsister, grandparent, step grandparent, great grandparent, step great grandparent, grandchild, step grandchild, great grandchild, or step great grandchild.
- Sent to employees for employee appreciation, professional achievement, or service recognition.

Flowers/plants for any other purpose, such as in recognition of personal events (birthdays, weddings, births, anniversaries, etc.), or from any other University funds, are not allowed expenditures. There may be some exceptions, as recommended by division heads and approved by the President.

- Each division or department is responsible for ordering a standard arrangement of flowers/plants on behalf of the President and University for employees in their area who have lost a family member. The flower arrangement sent to employees, close associates, or significant supporters of the University within the City of Victoria should not exceed \$50 (this includes delivery charges). The flower arrangement sent to employees, close associates, or significant supporters outside the City of Victoria should not exceed \$75 (including delivery charges). Account information will be provided only after the department submits a request. The request must be approved by the President's Office before any purchases can be made. The card should be from the President, President's spouse, department, and A&M-Victoria family.
- The flower arrangement for the death of a A&M-Victoria employee should not exceed \$75. Payment will be made using and must be approved prior to purchasing by the President.
- Upon sending the arrangement, notify the President's Office via email and include a copy of the receipt for documentation purposes.

Related Statutes, Policies, or Requirements

[Flowers and Plants | Disbursement Manual](#)

[31.01.99.M0.01 Taxation of Special Payments and Awards to Employees.pdf](#)

Contact Office

Office of the President
(361) 570-4332

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