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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 07/30/2026 to include SpeedType.)

Frequently Asked Questions

Q: **Who needs to sign this form?**
A: Org unit signature: someone in a position of authority for your department needs to provide the Organizational Unit Authorizing Signature; this is typically the head of the department. Additional signatures needed:

- If recognition program is for employees: The form must be signed by the Org Unit, Campus HR Director, and 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 Unit and 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.

Human Resources approval provides reasonable assurance that the program complies with pertinent regulations.
Officer or Org Fiscal Principal approval provides reasonable assurance that the formal program complies with the Administrative Policy Statement Propriety of Expenses, is in the best interest of the organizational unit, and has available funds.

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 [3].

Q: **Are there related resources on how/when to use this form?**
A: Yes! See the Finance Procedural Statements Recognition & Training [3] and Sensitive Expenses [4] for additional details.

Source URL:https://www.cu.edu/controller/forms/recognition-program-authorization-rpa

Links
[1] https://www.cu.edu/controller/forms/recognition-program-authorization-rpa
[2] https://www.cu.edu/system/files/pages/343958-recognition-program-authorization-rpa/docs/form-rpa-050121-rev-st-073026-logo.xlsx?download=true [3] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-recognition-and
[4] https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-sensitive-expenses