



Use this form to report gifts, awards,
rewards, prizes, and incentives

Gift Reporting Form

Check all that apply:

☐

Employee

☐

Non-Employee

US Citizen\Resident Alien Yes____ No____

Gift Recipient:

Name _____

Address _____

City _____ State _____ Zip _____

Employer Identification # or Social Security # _____

Signature of Recipient _____

(For additional recipients, attach a list which includes all of the above information, including signature).

Gift Description:

Requesting Department _____

Date of Gift _____ Date Gift was purchased _____

Fair Market Value of gift _____ Cost of Gift _____

How was gift purchased? _____

Description of Gift _____

Reason for Gift _____

Funding Source(s):

Index Name	Index #	Account #	Amount

Authorization:

Requester's Signature _____ Date _____

Approving Authority _____ Date _____

Approving Authority _____ Date _____

Vice President Approval _____ Date _____

If non-employee: Return completed form to Accounts Payable, 237 Schwartz Center

If employee: Return completed form to Payroll, 236 Schwartz Center

3342-7-02.14: Administrative policy regarding gifts, awards, rewards, prizes, and incentives