



## Controller's Office

404 N El Paso, Rm 125

Russellville, AR 72801

Phone: 479-964-0898

<http://www.atu.edu/controller>

This pre-approval form and reporting form **must be** used for all gift cards of any amount, all cash prizes of any amount, and any prize of goods totaling \$75 or more (gift baskets included see below). Pre-approval for all other gifts or prizes is requested **here**.

Student Gifts, Prizes & Awards: Pre-Approval and Award Procedure  
This pre-approval and reporting form must be used for the following. One form must be completed for each vendor to be used.

1. Any dollar amount of gift card to be given as a prize. Gift cards may only be purchased for prizes for ATU students.
2. Any dollar amount of cash prize (check from the University) and may only be awarded to non-ATU students with prior approval from the Controller's Office using this form.
3. Goods totaling \$75 or more per individual gift or prize in value. *Example: Gift basket made up of items totaling \$75 or more in value or a pair of earbuds valued at \$99.*

Prior to advertising for the event or prize opportunity you must complete the following steps.

1. Complete the Pre-Approval Form, sign, and obtain Vice President's signature. Review specific instructions below for gift cards and cash prizes.
2. Forward form and attach detail of the purchase such as an Amazon cart snippet or vendor quote to [controller@atu.edu](mailto:controller@atu.edu) for review and approval by the Controller's Office.
3. Controller's Office returns approved form via email cc'ing [purchasing@atu.edu](mailto:purchasing@atu.edu).
4. Make purchase and advertise award opportunity. **Do not advertise the prize until you have received approval from the Controller's Office.** Securing the approval before the advertising will eliminate any risk of advertising for an award that may not be allowed to be offered. Include Controller approved gift/prize/award form with your pcard log if using pcard for purchase.
5. Upon award complete and return the Reporting Form to the Controller's Office within **5 business days** of award.

**Important Information:** IRS tax laws require the reporting of gifts/prizes/awards given to individuals. **Non-US citizens** may be subject to additional taxes. In some cases, 30% of the value of the prize must be withheld or paid before the prize can be claimed. Please contact the Controller's Office before awarding the prize if the recipient is a non-US citizen.

## **Gift Cards**

Gift cards may be purchased **for prizes to ATU students only**, according to the following guidelines:

1. The total amount for any gift card cannot exceed \$100 and must be pre-approved.
2. The recipient of the gift card must personally pick up the card by presenting a student id, and completing the gift/prize/award form.
3. Notify the Controller's Office when a gift card has been awarded, by turning in the Gift/Prize/Award **Reporting** form within five business days. \*Contact the Controller before awarding the card if the recipient is a non-US citizen. Gift cards must **not** be purchased with a University PCard, a requisition is required.

*\*If the above policy isn't followed the individual that purchased the gift card, on behalf of their department or organization, will be documented as the recipient of the gift card, and will be held responsible for any taxable income reported to the IRS.*

## **Prizes—Cash (in the form of a check from the university)**

Cash can be awarded to winners of competitions sponsored by student organizations or departments. Prizes can only be awarded to ATU students **unless** prior approval is given for a non-student recipient. In order to award a cash prize, the student organization or department should follow this procedure:

1. Complete the Gift/Prize/Award Pre-Approval form and await approval.
2. Submit a requisition(s) and once the Controller's Office receives all necessary documentation, the check will be issued to the recipient.
3. Deliver the Gift/Prize/Award Reporting form to the Controller's Office within five business days of choosing the recipient.

\*Contact the Controller immediately if the recipient is a non-US citizen.

## **Prizes—Goods Valued at \$75 or more (Gift cards & cash are not goods)**

Goods can be awarded to winners of competitions sponsored by student organizations or departments. The student organization or department is responsible for submitting the appropriate documentation to the recipient and the Controller's Office. Goods less than \$75 are considered de minimis and do not require the reporting form. In order to award a noncash prize, please follow the procedures below:

1. Complete the Gift/Prize/Award Pre-Approval form and await approval.
2. Submit the completed Gift/Prize/Award Reporting form to the Controller's Office within five business days of awarding the prize.
3. Include Controller approved gift/prize/award form with your pcard log if using pcard for purchase


\*Contact the Controller before awarding the prize if the recipient is a non-US citizen.



# Gift, Prize, and Award Pre-Approval Form

Controller's [Office/controller@atu.edu/479-964-0589](mailto:Office/controller@atu.edu/479-964-0589) ext. 2303

Forward completed form to [controller@atu.edu](mailto:controller@atu.edu) after Vice President's approval.

<b>Current Date:</b>				
<b>Department/Organization:</b>				
<b>Department Representative:</b>				
<b>Purpose of Gift/Prize/Award:</b>				
<b>Who will receive the gift/prize/award?</b> (i.e. student or off campus individual)				
<b>Why and How is the gift/prize/award to be given?</b> (Drawing, name of event etc.)				
<b>Date the gift/ prize/award be given:</b>				
<b>Will gift cards be purchased?</b>		<b>Yes      No</b>		
Gift cards must not be purchased using pcards. You must issue a requisition to the vendor for card purchase or individual for reimbursement of the card purchase. Contact Procurement with any questions. 479-968-0269				
<b>Number of gift/prize/awards to be purchased:</b>				
<b>Value each of gift/prize/award</b> (prizes such as gift baskets are to be listed as total value for each basket given do not list value of individual items contained within the basket):				
<b>Total value of gift/prize/award request:</b> (Number to be purchased x Value of each)				
<b>Vendor Name</b> (one vendor only per request):				
<b>FOAP to be charged for gift/prize/award</b> Check budget availability using FGIBAVL or Banner Self-Service before proceeding. 				
<b>Index</b>	<b>Fund</b>	<b>Org</b>	<b>Account</b>	<b>Program</b>
<b>Confirmation of Departmental Representative</b>				
<i>I confirm that the Gifts/Prizes/Awards purchased will be used solely for the intended purpose listed above. I understand that failure to submit a completed Gift/Prize/Award Reporting form to the Controller's Office within a week of the gift/prize/award distribution will result in the possible suspension of my department's ability to purchase gifts/prizes/awards.</i>				
<b>Department Signature</b>				
<b>Vice President's Approval</b>				
<i>I hereby authorize the use of funds to purchase the Gift/Prize/Award for the intended purpose listed above</i>				
<b>Vice President's Signature</b>				
<b>Controller's Office Approval</b>				
<b>Controller's Office Signature</b>				



# Gift/Prize/Award Reporting Form

Controller's [Office/controller@atu.edu/479-964-0589](mailto:Office/controller@atu.edu) ext. 2303

***All gifts, prizes and awards are considered a form of compensation and may be taxable to the recipient and subject to IRS reporting.***

***Gift cards/certificates purchased and given to students (including student employees) are considered taxable income, regardless of the amount, and must be reported as income.***

***Students and non-employees that receive taxable compensation of \$600 in a calendar year will receive an IRS 1099-MISC form.***

**Information for Controller's Office:** Check Box if recipient is a US Citizen or Resident Alien

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Name of Recipient: \_\_\_\_\_

Address of Recipient: \_\_\_\_\_

Phone # of Recipient: \_\_\_\_\_

Banner ID Number : \_\_\_\_\_

***Please attach a completed IRS Form W-9(US citizen/resident alien) or W8-BEN (nonresident alien)***

Description of Gift/Prize/Award and event dates

Value of Gift/Prize/Award: \$ \_\_\_\_\_ Purchased From: \_\_\_\_\_

Dept. or Org Giving Gift/Prize/Award: \_\_\_\_\_

***Certification:***

I certify that I have received the gift/prize/award indicated above and that the value received may be taxable to me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*In order to comply with IRS regulations, a tax charge may be added the student's account, if the recipient is a non-resident alien.*

***Please complete the form in its entirety; return the above portion to the Controller's Office; and give the section below to the Gift/Prize/Award Recipient***

**Information for Gift/Prize/Award Recipient:**

Name: \_\_\_\_\_

Description of Gift/Prize/Award: \_\_\_\_\_ Value: \$ \_\_\_\_\_

From: \_\_\_\_\_ Date: \_\_\_\_\_  
(Department or Organization of Arkansas Tech University)

***Please note that the value of gifts/prizes/awards received may be taxable.***

*In order to comply with IRS regulations, a tax charge may be added the student's account, if the recipient is a non-resident alien.*