



Controller's Office

404 N El Paso, Rm 125
Russellville, AR 72801
Phone: 479-964-0898
<http://www.atu.edu/controller>

This form must be used for gifts, prizes, and awards that are **goods valued at less than \$75**. Gift cards of any value, cash prizes of any value, or goods valuing \$75 or more must be requested using the form located here.

Small Dollar (less than \$75) Student Gifts, Prizes & Awards: Pre-Approval Procedure

Prizes or Promotional Items—Goods Valued at less than \$75 (Gift cards & cash are not goods) Goods can be awarded to winners of competitions sponsored by student organizations or departments, or promotional items be purchased for distribution at large events such as recruiting fairs. The student organization or department is responsible for submitting the appropriate documentation to the Controller's Office, please follow the procedures below:

This form is used to request pre-approval for gifts, prize, or awards as described below.

1. Goods totaling less than \$75 or more in value. *Example: Small dollar promotional items such as pens, mugs, drawstring bags, a door prize to be given away valued at less than \$75, etc.*
2. If items are combined to create a gift totaling \$75 or more in value, you must use the procedure and forms located here.

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..
2. Forward form and attach detail of the purchase such as an Amazon cart snippet or vendor quote to 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.
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.
 1. Complete the Gift/Prize/Award Pre-Approval form and await approval..
 2. Include Controller approved gift/prize/award form with your pcard log if using pcard for purchase.
 3. Include Controller approved gift/prize/award form with approved purchase order to Accounts Payable if using a purchase order to purchase.


Gift, Prize, and Award Pre-Approval Form



(Small Dollar-less than \$75)

Controller's Office www.atu.edu/controller 479-964-0583 ext. 2303

Forward completed form to controller@atu.edu after Vice President's approval.

Current Date:				
Department/Organization:				
Department Representative:				
Purpose of Gift/Prize/Award:				
Who will receive the gift/prize/award? (i.e. student or off campus individual)				
Why and How is the gift/prize/award to be given? (Drawing, name of event etc.)				
Date the gift/ prize/award be given:				
Number of gift/prize/awards to be purchased:				
Value each of gift/prize/award (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):				
Total value of gift/prize/award request: (Number to be purchased x Value of each)				
Vendor Name (one vendor only per request): One request form must be completed for each vendor to be used.				
FOAP to be charged for gift/prize/award Check budget availability using FGIBAVL or Banner Self-Service before proceeding. 				
Index	Fund	Org	Account	Program
Confirmation of Departmental Representative				
<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>				
Department Signature				
Vice President's Approval				
<i>I hereby authorize the use of funds to purchase the Gift/Prize/Award for the intended purpose listed above</i>				
Vice President's Signature				
Controller's Office Approval				
Controller's Office Signature				