



Gift Prize Award Form Checklist

- Determine what the items are to be given away at an event.
Access the Gift/Prize/Award form online.
<https://www.atu.edu/controller/docs/StudentGiftPrizeAward%20Current%20as%20of%202023-04-12.pdf>
- Submit the signed pre-approval form to the Controller (smcall@atu.edu) or Assoc. Controller (kehemann@atu.edu).
- If approved, begin requisition or PCard purchase process. Remember it is best to purchase all items falling into one account code under one transaction.
 - **Giving away cash or gift card of any value?** You must return the Reporting Form section (page 3) of the Gift/Prize/Award form for all of these purchases.
 - **Do any of your items total \$75 or more?** If so, the Reporting Form section (Page 3) of the form must be signed by the winner and returned to the Controller's office within 5 business days of award.

Retain a copy of all pages of your approved form and submit with PCard log if purchased using the PCard.

Items purchased as gifts or prizes fall into account code 703930. Any items that have the ATU logo fall into 703236.

Example: You are purchasing **\$99** earbuds to be given away at an event.

1. Access and submit the signed gift/prize/award form.
2. Receive the approved form back from the Controller's Office.
3. Purchase the earbuds on your PCard.
4. Event happens-you award the earbuds.
5. Awardee signs Reporting Form (page 3) at the event.
6. You submit the gift/prize/award form back to the Controller's Office within five business days.
7. PCard log is due. Earbuds are coded in 703930 on your log.
8. Submit your completed log with detailed receipt for the purchase and a copy of the full gift/prize/award form you submitted to the Controller's Office in step 6.

For items under \$75 in value, you may skip steps 5-6 as these items do not meet the reporting dollar amount threshold. **An approved gift/prize/award form is required with your PCard log for all giveaways purchased.**

Example: You are awarding \$25 gift cards at an event.

1. Access and submit the signed gift/prize/award form.
2. Receive the approved form back from the Controller's Office.

3. Enter a requisition for reimbursement to the individual purchasing the gift cards. Remember gift card purchases are not allowed on the PCard.
4. Submit Departmental Copy of the purchase order to AP with purchase receipt.
5. Event happens-you award the gift cards.
6. Awardee signs Reporting Form (page 3) at the event.
7. You submit the gift/prize/award form back to the Controller's Office within five business days.