



## Gift Certificate, Gift, Prize, Award Receipt Form

Person receiving gift certificate or award: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Person/Committee giving gift certificate or award: \_\_\_\_\_

Amount of gift certificate or award: \_\_\_\_\_

Description of gift certificate or award: \_\_\_\_\_

Date received by employee: \_\_\_\_\_

I understand that by receiving a gift certificate or other cash equivalent, I will be taxed through payroll for the amount of the gift certificate or other award.

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Directions: When giving an employee a gift certificate or a gift that can be exchanged for cash, fill this form out and have the recipient sign and date. When the form is complete, forward to Human Resources, Payroll.

If you or the employee has any questions, contact Payroll at extension 173.

\_\_\_\_\_  
Department Head Signature

\_\_\_\_\_  
Date