

DISTRIBUTION OF PRIZES AND/OR AWARDS

Completed for Distribution of:

1. Gift card or gift certificate of any value
2. Tangible good with a value of \$75.00 or more

PURPOSE OF PRIZE/AWARD DISTRIBUTION:

DATE OF DISTRIBUTION: _____

ELIGIBLE RECIPIENTS: Students Faculty/Staff General Public

PURCHASE METHOD: Procurement Card Check Request Donation ***ATTACH COPY OF PURCHASE RECEIPT***

| <u>Description of prize and/or award</u> | <u>Value of prize, and/or award</u> | <u>Recipient ID or Social Security Number</u> | | |
|--|-------------------------------------|---|--|---|
| _____ | _____ | _____ | _____ <u>Signature of Recipient</u> | _____ <u>Printed Name of recipient</u> |
| _____ | _____ | _____ | _____ <u>Signature of Recipient</u> | _____ <u>Printed name of recipient</u> |
| _____ | _____ | _____ | _____ <u>Signature of Recipient</u> | _____ <u>Printed name of recipient</u> |
| _____ | _____ | _____ | _____ <u>Signature of Recipient</u> | _____ <u>Printed name of recipient</u> |
| _____ | _____ | _____ | _____ <u>Signature of Recipient</u> | _____ <u>Printed Name of recipient</u> |
| _____ | _____ | _____ | _____ <u>Signature of Recipient</u> | _____ <u>Printed name of recipient</u> |

SUBMIT TO THE OFFICE OF THE CONTROLLER WITHIN 10 DAYS OF DISTRIBUTION

I have authorized the giving of the prize(s) and/or award(s) and certify that the above information about the person (s) is accurate.

Signature of individual handing out prize and/or reward _____
Date _____
Department Name

DISTRIBUTION OF PRIZES AND/OR AWARDS FORM INSTRUCTIONS:

1. Purpose of Prize/Award Distribution: Prizes and awards distributed should have a valid business purpose and should comply with all requirements the [ISU Guidelines for Prizes, Awards and Gifts](#). If the prize or award is related to an event, please attach a copy of the event flyer/advertisement.
2. Date of Distribution: This should be the date the prize or award was distributed and/or awarded.
3. Eligible Participants: Select the audience eligible to receive the prize/award or eligible to participate in the event that resulted in the receipt of the prize/award.
4. List each prize or award distributed and its value. Gift cards and gift certificates will be valued at face value. Tangible goods should be valued at purchase cost.
5. Each recipient should include their University ID number or Social Security number (if not a student or employee) and sign and print their name to verify receipt.
6. Submit the original form to the Office of the Controller within 10 days of distribution of the prize/award. A copy of the form must also be submitted with the Procurement Card expense report, if applicable.

GUIDELINES REGARDING THE USE OF GIFT CARDS AND GIFT CERTIFICATES:

Gift cards and gift certificates are considered a cash and cash equivalent. If a department chooses to purchase gift cards, the following criteria must be considered and met:

- I. Gift cards or certificates may only be given under the following circumstances:
 - a. When given to human participants in research.
 - b. When given as a prize or award to a limited number of recipients (e.g., 1 or 2 students) out of a large pool of potential recipients (20+), and the prize or award is not related to academic performance or services as a student employee of the university.
- II. Gift cards/certificates may not exceed seventy-five dollars (\$75) each, unless approved by the appropriate Vice President or Provost.
- III. Individuals will not be reimbursed for purchasing gift cards with their personal funds.
- IV. When gift cards/gift certificates are being purchased with grant funds, they must be included in the grant budget and must be allowable by the terms and conditions of the specific grant.
- V. Gift cards/certificates may not be used as a form of honoraria or appreciation for employees or guests of the University, including, but not limited to, guest speakers. These types of payments must be processed through the payroll system (employees) or Accounts payable (for non-employees)
- VI. Gift cards may *not* be used for student academic awards because all student awards must go through the Student Financial Aid Office for purposes of student financial aid tracking requirements and applied to student accounts for 1098-T reporting purposes.

It is the responsibility of the Department to safeguard gift cards and gift certificates by storing undistributed items in a safe place to minimize the risk of theft (examples: locked bags, file cabinets, safes, etc.) and by limiting the number of people that have access.