



## University of Richmond Gifts/Prizes/Awards Reporting Form

This form (along with original receipts) should accompany reimbursement requests (or purchasing card statements) for items purchased as gifts for UR faculty, staff, or students. Please attach as many forms as needed to report each gift recipient.

If the recipient of the gift is an employee, the Payroll Office will add the value of the gift to the employee's annual W2. If the recipient is a student, the student may receive a 1099-misc tax form from the Accounts Payable at the end of the calendar year.

***\*This is only applicable for gifts given to UR faculty, staff and students. Gifts given to outside individuals are not reported. The form should only be used for non-monetary gifts that cost more than \$50 or for gift certificates of ANY dollar amount. Please see our Gift Reporting policy on the Controller's Office website, <http://controller/guidelines/GiftsPrizesAwardsGuidelines.pdf>***

Recipient's Name  Recipient's UR ID

Purchaser's Name  Department

Gift Type and Description

Gift Amount  Date of Purchase

My department wishes to pay the taxes on this gift, so as not to burden the faculty or staff gift recipient. Please "gross up" the amount and charge the tax to my department. (Student gifts are not "grossed up").

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### FOR A/P USE ONLY:

Reimbursement Doc#  Check#  Date

Pcard Doc#  Cardholder Name  Statement Date