



Gifts, Prizes, and Awards Reporting Form

This form is to be used to report gifts, prizes, or awards, purchased with University funds, and given to University employees or students. This includes items charged to a departmental index such as at the University Bookstore or other on campus sites, as well as items purchased on a University purchasing card (pcard). Gift cards and gift certificates may not be given to non-UR individuals in lieu of payment. Instead, they must be paid an honorarium, issued through Accounts Payable.

As a non-profit institution, the University of Richmond must exercise good stewardship of its charitable assets and must ensure that those assets are being used to further the University’s mission of teaching, research, scholarship, and service. With that in mind, gifts should be infrequent. Additionally, the gift must follow the BRAN principles (**B**usiness purpose, **R**easonable, **A**ppropriate, **N**ecessary) based on the circumstances. *See [FIN-1100 Gift, Prizes, and Awards Policy](#) for more information.*

The use of University funds to provide gifts in recognition of holidays or personal events (e.g. weddings, birthdays, births/adoptions, etc.) is not permitted.

Gift Cards, Gift Certificates, and Cash

Gift cards, gift certificates, and cash may not be given as “gifts”. These items may only be given as incentives for research study participants, approved by the Institutional Review Board (IRB), or for participation in surveys sponsored by the University’s Office of Institutional Effectiveness. **The University Controller must approve the purchase of gift cards prior to their purchase.**

Cash may not be given as gifts; however it may be given to students as an academic achievement or Commencement award, as outlined in the [FIN-1100 Gift, Prizes, and Awards Policy](#) or the [FIN-2101 Policy on Provision of Financial Resources to Students](#). The award must be issued through the Accounts Payable Office.

Non-cash Gifts

The use of University resources to provide non-cash gifts to University employees or students is generally not permitted except infrequently, in modest amounts (\$100 or less), and in the following limited circumstances:

- Expressions of sympathy or support in recognition of a serious illness or death of an employee, student, or immediate family member;
- UR-logoed merchandise as part of a program or event;
- Expressions of congratulations or appreciation of recognition of an academic or professional milestone, such as completion of a project of major significance, or completion of term of service in a University role.

For questions regarding the purchase of any other types of gifts that are not listed, contact the Director of Strategic Sourcing & Payments (jhines@richmond.edu) for guidance.

Tax Reporting:

- *Employees* – Non-cash gifts in excess of \$100 will be reported to the Payroll Office so that applicable taxes can be withheld. The value of the gift will also be reported on the employee’s year-end Form W-2;
- *Students* - The recipient will receive a Form 1099-MISC, if the recipient’s gifts, prizes, and/or awards total \$600 or more in a calendar year, individually or in aggregate.

Instructions:

- This form is **not** required for the following: expressions of sympathy; gift cards given for survey participants or confidential research participant studies; plaques, trophies, or non-monetary awards; flowers; non-cash items that cost \$100 or less;
- This form **is** required for all other gifts, prizes, and awards when the cost of the item exceeds \$100 and the item is given to UR employees or students. This includes items purchased at on campus establishments and charged to departmental budgets;
- Complete this form in its entirety. Reimbursements may not be processed if the form is incomplete;
- If seeking reimbursement or if the gift was purchased on a University pcard, this form, along with receipts, must be attached to the expense report or pcard report in Chrome River;
- All gifts given to employees are “grossed up” so that the gifting department pays the tax, rather than the gift recipient; however, student gifts are not “grossed up”.
- The gift recipient must sign the form to acknowledge receipt.

Recipient’s Name _____ UR ID _____
 Printed Name of Person Giving the Gift/Prize/Award _____
 Name of Dept. Giving the Gift/Prize/Award _____ Index/Account Charged _____
 Description of Purchase: _____ Date of Purchase _____
 Business Purpose (how does this gift support the mission of the University?) _____

Recipient Certification: I have accepted the item listed above and I am aware this item may be reported as taxable income.
 Signature of recipient of gift/prize/award: _____ Date received: _____