



## Non Cash Awards, Prizes, Gifts and Gift Cards

**Section A**

Name of Recipient: \_\_\_\_\_

Tech ID or R#: \_\_\_\_\_

Description: \_\_\_\_\_

Date Purchased: \_\_\_\_\_

Value of Item: \_\_\_\_\_

Has the item been engraved with recipient's name?                      Yes                      No

**Section B**

**TTUHSC Employee**

Is this award, prize or gift given for length of service (including retirement)?      Yes                      No

If no, explain:

\_\_\_\_\_  
\_\_\_\_\_

If yes, has this employee received any other length of service award within the current tax year or any of the past four years?                      Yes                      No

Is this employee retiring?                      Yes                      No

How long (in years) has this person been employed by TTUHSC? \_\_\_\_\_

If the award was presented to the employee as part of a meaningful presentation, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Was this employee achievement award for a departmental awards program or safety?                      Yes                      No



## Awards, Prizes and Gifts Form

<b>Section C</b>
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**TTUHSC Student**

This student award, prize, or gift is based solely on academic achievement or the result of a contest and not based on past, present or future services.

**Non Employee**

Please attach W-9 form.

*NOTE:*

*If cumulative dollar amount for the tax year is \$ 600 or more, a 1099 will be issued to the recipient.*

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<b>Section D</b>
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I certify that the above information is true and correct to the best of my knowledge.

Has an **employee's** cash award, prize or gift been processed in the Employee One-Time Payment System (EOPS) with the earn code MSC?

Attach tracking approval with details from EOPS

Has an **employee's non-cash** award, prize or gift totaling more than \$100 been processed in the Employee One-Time Payment System (EOPS) with the earn code MSC?

Yes      Attach tracking approval with details from EOPS

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**FUND MANAGER/DEPARTMENT ADMINISTRATOR**

**DATE**

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**APPROPRIATE CHAIR, DEAN OR VICE PRESIDENT**

**DATE**

*(i.e. AWARDS OR GIFTS FOR RETIREMENT or SEPARATION FROM TTUHSC)*

**GIFTS FOR DONORS \$500 OR MORE:**

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**DEAN, VICE PRESIDENT OR PRESIDENT**

**DATE**