

**TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO**  
**Non Cash Awards, Prizes, and Gift**

**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 \_\_\_\_

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**Section B**

**TTUHSC El Paso 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 (years) has this person been employed by TTUHSC EP? \_\_\_\_\_

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 \_\_\_\_

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Awards, Prizes and Gifts Form**

**Section C**

**TTUHSC El Paso 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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**Section D**

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?

Yes \_\_\_\_\_ 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 EP)*

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

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**DEAN, VICE PRESIDENT OR PRESIDENT**

**DATE**