

Employee Gifts and Awards Form

Please complete this form when you are giving gift cards/gift certificates/personal properties (merchandise) to an employee. Completed forms are to be submitted to the Payroll Office ***prior*** to giving the gift card/gift certificate to the employee.

Name of Employee: _____

Employee's ID #: _____

Date Employee receives gift: _____

Amount/Value: _____

Description: _____

Reason for gift: _____

Account number: _____ - _____ -51721

Requestor Signature

Date

Department Manager Signature

Date

Vice President Signature

Date

VP's signature is required if the gift card is \$100 or more