

Gift/Prize/Award Notification Form

Non-Cash

If the Gift/Prize/Award is a cash award to be paid to the recipient please complete the [Award Payment Form](#). For all Non Cash Gifts/Prizes/Awards purchased with University funds this form must be submitted to Accounts Payable along with a copy of the receipt. Please include all information requested below:

Recipients Name: _____ (if more than one recipient please list separately and include all pertinent information)

Is Recipient an EMU Employee? Yes _____ No _____

If Yes,

Recipients EID: _____

If No, Please attach completed W9 form located at <http://www.emich.edu/controller/finserv/payable/w9.pdf>. This form must include recipients SSN, address, signature, etc.

Description of Gift/Prize/Award: _____

Value of Gift/Prize/Award: \$ _____ (Attach copy of Receipt)

Department Name: _____

Contact Information:

Employee Name _____

Phone Extension _____

Approver's Signature _____

Please Note: If recipient is an EMU employee, the value of the gift, if deemed taxable, (please see Allowable Expenses of University Funds Procedures) will be included on the employees' payroll as a "non cash taxable" item, and all appropriate taxes will apply. If the recipient is not an EMU employee then, if the aggregate amount of gifts/prizes/awards exceeds \$599 in any calendar year, EMU will issue a 1099 to the recipient and to the IRS.