

# Non-Cash Reporting Form

This form must be submitted to Accounts Payable to account for all items purchased with University funds given as Gift/Prizes within the University guidelines. Please include all information requested below:

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

Address \_\_\_\_\_  
\_\_\_\_\_

Email address \_\_\_\_\_ Phone # \_\_\_\_\_

Is Recipient an EMU Employee or Student? Yes \_\_\_ No \_\_\_

If Yes, Recipients EID: \_\_\_\_\_

If No, Please attach a completed W-9 (Use W-8BEN if non US citizen) form located on the Business and Finance Forms Page at <http://www.emich.edu/busfin/forms.html>.

Department Name: \_\_\_\_\_

Contact Information:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Description of Purchase: \_\_\_\_\_

Value of Purchase: \$ \_\_\_\_\_

Purchase Order #: \_\_\_\_\_

Payment Card: \_\_\_\_\_

(Cardholders name/month purchased)

Reimbursement: \_\_\_\_\_

(Concur Report Name)

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. Gifts/Prizes to students will be submitted to Financial Aid to determine impact on eligibility in accordance with regulations.*