



Gift Giving & Prizes Reporting Form

Must be completed and attached to reimbursement requests or P-Card transactions for:

SMC Employees **Recipients:**

All gift cards/certificates, cash or cash equivalent items for gifts, prizes or awards (regardless of amount). Also applies to tangible personal property with a value in excess of \$100 (ex: ipods, watches, books). The Payroll Office will report taxable items as a fringe benefit on the recipient's W-2 by the value reported.

Student **Recipients:**

All gift cards/certificates or cash equivalent items (regardless of amount). Also applies to tangible goods with a value in excess of \$100. NOTE: Cash awards must be submitted on a Check Request. Prizes are considered taxable, and may be reported on Form 1099.

Non-SMC Recipients:

Tangible goods with a value in excess of \$100. See SMCNet Business Office "Payment for Outside Services" for restrictions in this area. Gift cards/certificates are NOT allowable.

Prize _____ Gift _____ Purpose/Event _____

Recipient's SMC ID # _____ Non SMC Employee _____

Recipient's Name _____ Date given _____

Cash Equivalent _____ Tangible Property _____

Submitted By (print name): _____ Submitted By (signature): _____

Submitted By (SMC email): _____ Submitted By (SMC Ext#): _____

Submitted By (title): _____ Submitted By (date): _____