

Vincennes University

Cash Payments/Prizes/Awards Receipt Form

Date: _____

Event: _____

Approved by: _____

Gift cards, regardless of the value, are considered cash equivalents by the Internal Revenue Service and are subject to tax reporting. Departments purchasing and distributing prizes and gift cards are responsible for compliance with IRS regulations and Department of Education regulations. **Gift Cards/prizes may not be purchased for a specifically identified student, for employees or retirees.** All purchases must be approved by the Controller's Office before purchasing the prize/award. This log must be returned to the Controller's Office after issuing the prize/award.

I understand by claiming the prize or award that I may be subject to tax reporting which may include one of the following: a Form 1099-MISC, Form 1042-S (International Students) or the value of the prize/award added to my Form W-2 (Student Workers).

Description Of Prize	Amount	Print Student's Name/Student ID Recipient Signature
	\$	Signature: _____
	\$	Signature: _____
	\$	Signature: _____
	\$	Signature: _____