When Should I Get a Gift and Awards Form? 2019

- P-card purchase of a thank you gift (candy, USU souvenirs, anything **non-monetary**) for a **community member** who's been helpful to the program
    - Gift & Award form is required only if gift value is greater than $100
    - If food is involved, include name on M&E

- P-card purchase of a **gift card** as a thank you for a **community member**
    - Include name on M&E (even if it's not food; it could be considered entertainment)
    - Gift & Award form is required

- P-card purchase of a **candy bar** as a thank you for a **USU student**
    - No Gift & Award form needed unless value of gift is greater than $100
    - Include name on M&E

- P-card purchase of a **candy bar** as a thank you for an **employee**
    - Gift & Award form completed by employee required, with value of the candy bar noted on the form
    - Include name on M&E

- P-card purchase of a **gift card** as a thank you for a **USU student or employee**
    - Gift form completed by student or employee required
    - Include name on M&E

- P-card purchase of a **thank you card** to give to a USU **student, employee, or community member**
    - No forms required, business-related cards only
    - No personal cards allowed (weddings, graduations, sympathies, etc.)

- P-card purchase of thank you **cards** for a Service Center event (e.g., ordering 500 thank you cards that will be written by students as part of a Service Center activity and delivered to **faculty or staff**)
    - Allowed, no paperwork necessary

- P-card purchase of a prize (candy, USU souvenirs—anything **non-monetary**) that will be won in a drawing by a **USU student**
    - Gift form completed by student required if value of gift is greater than $100, with the value of the prize noted on the form
    - Include name on M&E

- P-card purchase of a **gift card** that will be won in a drawing by a **USU student**
    - Gift form completed by student required
    - Include name on M&E

- P-card purchase of a prize (candy, USU souvenirs—anything **non-monetary**) that will be won in a drawing by a **community member**

- Gift & Award form required if gift value is greater than $100; note value of gift on form
- Include name on M&E

- P-card purchase of a **gift card** that will be won in a drawing by a **community member**
  - Name on M&E
  - Gift & Award Form required

Helpful Hints:

- When to collect Gift & Awards Form:
  - If the gift or award is for an EMPLOYEE, a Gift & Award form is ALWAYS required!
    - Cash, gift cards, gift certificates, and checks are taxable at any amount
    - Gifts valuing over $100.00 are taxable
    - Cumulative value of gifts exceeding $100 per calendar year are taxable
  - If the gift or award is for a STUDENT (not employed by USU) or a COMMUNITY MEMBER:
    - A Gift & Award form is ALWAYS required when the award is cash, gift card, gift certificate, or check
      - These monetary awards will only become taxable if and when the cumulative value of all gifts received by USU exceed $600 in a calendar year
        - At that point, the awardee will be issued a 1099 for taxable income
    - A Gift & Award form is required if the value of the gift is greater than $100.
      - Gifts will only become taxable if the cumulative value of all gifts received by USU exceeds $600 per calendar year. At which point, a 1099 will be issued
- When to fill out an M&E form:
  - Anytime food or monetary gifts (such as gift cards) are involved
- Who to turn the receipts and forms into:
  - Your departmental liaison will collect the forms and upload them to the correct folders in Box to be processed
- Where to find the forms:
  - These and many other useful forms may be found on our website under Finance→Forms:
    - https://studentaffairs.usu.edu/business-services/forms
- Where to find more detailed information regarding the Gifts & Awards and Meals & Entertainment procedures:
  - Employee Gifts & Awards
  - Meals and Entertainment
  - Contact your Business Services Finance Specialist

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*This informative handout regarding USU's Gifts & Awards policy is not all-inclusive, nor does it supersede established and accepted university policy and procedure. Please refer to official USU policy for complete details and additional information not contained herein.