



# EMPLOYEE GIFT CARD FORM

On occasion, departments may issue gift cards to employees in recognition of special events. The value of any gift an employee receives above \$25 must be reported on an employee's W-2. The following information will need to be completed in full and approved before a gift card can be issued. The completed form must accompany any request for reimbursement to Accounts Payable and be submitted to Payroll (if gift is >\$25).

## EMPLOYEE INFORMATION

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

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

Initiated by: \_\_\_\_\_ Phone: \_\_\_\_\_

Award Amount: \_\_\_\_\_ Date of Payment: \_\_\_\_\_

Type of Award: \_\_\_\_\_

Reason: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Departmental Authorization

Department Account number: \_\_\_\_\_

Director: \_\_\_\_\_

Date: \_\_\_\_\_

VP Authorization: \_\_\_\_\_

Date: \_\_\_\_\_