

University of Wisconsin-Oshkosh  
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Explanation of Prizes, Awards or Gifts (F46)

<https://www.wisconsin.edu/financial-administration/financial-administrative-policies-procedures/fppp/f46-prizes-awards-and-gifts/>

Please complete form and e-mail to [Contracts@uwosh.edu](mailto:Contracts@uwosh.edu) for approval prior to announcing or presenting Award or Gift.

Contact person: \_\_\_\_\_ Email/Mailing Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**Award** - Recognition or something of value conveyed as a result of competition, merit or in recognition of service to the institution on the part of the recipient. The use of gift funds is preferred for all awards.

**No cash awards are permitted.**

GPR may be used only for awards such as certificates and plaques that have no intrinsic value or for items of minimal value that bear the University's logo

Awards to employees should not exceed \$100 in cost; special cases must be approved by the Chancellor.

Who is Award Going to: \_\_\_\_\_ ID#/Phone number \_\_\_\_\_

Item Description \_\_\_\_\_

Justification for Award \_\_\_\_\_

Fund \_\_\_\_\_ Department \_\_\_\_\_ Program \_\_\_\_ Project \_\_\_\_\_

Amount/Value of Award \$ \_\_\_\_\_ - Controller Approval \_\_\_\_\_ Date \_\_\_\_\_

**Gift** - A voluntary conveyance of something of value as a gesture of good will or appreciation. Gifts from program revenue sources may be given in the following circumstances: (Please check all that apply)

Distinguished visitors to campus

Foreign nationals when University personnel are visiting other countries and gifts are necessary, customary and reasonable in cost

Recognize contributions of time or funding support by members of the public

- Normally, all gifts should be items of minimal value that bear the University's logo.

**No cash gifts are permitted.**

- No GPR may be used for gifts

Who is Award going to: \_\_\_\_\_ ID#/Phone number \_\_\_\_\_

Item Description \_\_\_\_\_ Value \_\_\_\_\_

Fund \_\_\_\_\_ Department \_\_\_\_\_ Program \_\_\_\_ Project \_\_\_\_\_ Controller Approval \_\_\_\_\_ Date \_\_\_\_\_