

University of Wisconsin-Oshkosh
Accounts Payable Department
Dempsey 236
920-424-3990 Fax 920-424-2240

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 for approval prior to announcing or presenting prize.

Contact person: _____ Email/Mailing Address: _____ Telephone Number: _____

Prize - Something of value conveyed as a result of chance, generally for promotional purposes, to one or more participants in a University-sponsored event. Prizes may be awarded only in situations where benefits are expected to accrue to the University. No GPR may be used for prizes.

Examples include door prizes to persons attending athletic events and prizes awarded as incentives to encourage responses to customer questionnaires and other types of surveys. The anticipated benefits of awarding a prize must be documented, and the decision to award prizes must be approved in writing by the Controller. Approval should be received before the prize is given and/or the prize is publicized. Prize cannot exceed \$200.

Item Description _____ Amount/Value of Prize \$ _____

Anticipated Benefit _____

Fund _____ Department _____ Program ___ Project _____

Who is Prize going to: _____ ID#/Phone number: _____

Controller Approval _____ Date _____

Please complete bottom portion and e-mail to Contracts@uwosh.edu within 3 days of prize being awarded.

Recipient Name _____

Permanent Home
Address _____ City _____ State _____ Zip _____

Social Security Number _____

Best Contact Method _____