



- Review the [Prizes, Awards, and Gifts Policy](#) prior to completing the form
- **This form must be completed prior to purchases**
- **Complete Section 1 for prizes, Section 2 for awards, and Section 3 for gifts.**
- If you are intending to hand out multiple items, complete respective section first and then refer to page two to document multiple items. Liked items can be bundled together.
- Send completed form to contracts@uwosh.edu for controllers' signature **prior to purchase**

Prepared By _____ Email _____ Date _____

1. PRIZES - Prizes are something of value conveyed as a result of chance. Generally, for promotional purposes, to one or more participants in a University-sponsored event. 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. **Prior approval by financial services is required for the purchase of prizes.** May not exceed \$200.00 **Gift cards are only allowable for prizes or awards in amounts of \$50 or less.**

Prize(s) _____

Fund to charge (no GPR) _____ Department _____ Program _____ Project _____ Amount \$ _____

Intended recipients of prize(s) – how many and how selected _____

Describe the purpose for awarding prize(s) – i.e. intended outcome, how many possible participants, benefit University will receive

2. AWARDS - 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. **Prior approval by financial services is required for the purchase of awards.** Awards to employees should not exceed \$100 in cost. **Gift cards are only allowable for prizes or awards in amounts of \$50 or less**

Non-Cash award _____

Fund to charge _____ Department _____ Program _____ Project _____ Amount \$ _____

Describe why recipient is being recognized

3. GIFTS - A voluntary conveyance of something of value as a gesture of goodwill or appreciation. Gifts from program revenue sources may be given in the following circumstances: 1) to distinguished visitors to campus; 2) to foreign nationals when University personnel are visiting other countries and gifts are necessary, customary and reasonable in cost; or, 3) to recognize contributions of time or funding support by members of the public. **Prior approval by financial services is required for the purchase of gifts.**

Non-Cash gift _____

Fund to charge (no GPR) _____ Department _____ Program _____ Project _____ Amount \$ _____

Reason for gift _____

Recipient of gift _____

Controller Approval _____ Date _____

Category

Item Description

Funding String (XXX-XXXXXX-X)

Project

\$ Value
