

Appendix A - Gifts/Awards/Incentive Policy

Type	Employee Rules	Non-Employee Rules	Comments
Cash/Gift Cards	This is ALWAYS taxable and reportable; no minimum amount.	Any cash or gift card over \$10.00 must be documented with recipients' name, signature and contact information. A W-9 is required for amounts over \$25.00.	IRS considers gift cards as cash. <u>All gift cards must be accounted for and recipient noted.</u> Gift cards may not be used in lieu of compensation.
Tangible Property (flowers, plaques, apparel, etc.)	CWI has set a de minimis threshold of \$75.00 and over as a taxable event for staff and recipients on behalf of staff.	Property in excess of \$75.00 requires a W-9 to be completed. Not taxable if infrequent and of nominal value. If total for a given year is over \$600.00 a 1099 will be issued.	Covers prizes and awards for pre-approved CWI sanctioned events.
Occasional group meals or refreshments	Never Taxable	Never Taxable	<u>MUST</u> have prior approval and follow the Events, Food & Entertainment Policy.
Length of Service awards or gifts of 5 years or more	CWI has set a de minimis threshold of \$75.00 and over as a taxable event. Any service award given for years 1-4 of service must be of nominal value.	N/A	If length of service awards are given more frequently than every 5 years, the award is taxable.

All events that include any prizes or awards utilizing CWI funds, grants or club funds MUST have prior approval by the appropriate Executive Manager(s). All the necessary paperwork must be included for reimbursement or processing of the expenditure. Rules for clubs and grants as to what can be spent may differ from general college funds. Example: You can not spend grant or club funds for employee length of service awards or bereavement gifts. Violating CWI policy may result in disciplinary action up to and including termination. Please remember that funds being expended are considered taxpayer funds and are subject to public scrutiny.