



GIFT, PRIZE OR AWARD PREAPPROVAL FORM

Business Office - businessoffice@cwidaho.cc - 208.562.3500 phone - 208.562.3535 fax
 MS 1000 - PO Box 3010 - Nampa, ID 83653 - www.cwidaho.cc

Submit the completed form to the Business Office **PRIOR** to purchasing/giving the prize or award.

PURPOSE OF THE GIFT OR AWARD

RECIPIENT'S INFORMATION

Name _____ Campus Location _____

CWI Employee/Student ID _____ Phone _____

Department _____ Email _____

TYPE OF GIFT OR AWARD

Estimated value of prize/award _____

Prize or Award description _____

DEPARTMENT GIVING THE GIFT OR AWARD

Cost Center Name _____ Cost Center # _____

Dept Contact Name _____ Contact Phone _____

APPROVALS

Budget Officer _____ Date _____	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">Business Office:</td> </tr> <tr> <td colspan="2">Taxable item?</td> </tr> <tr> <td>Yes _____</td> <td style="text-align: right;">_____ initials</td> </tr> <tr> <td>No _____</td> <td style="text-align: right;">_____ Date</td> </tr> </table>	Business Office:		Taxable item?		Yes _____	_____ initials	No _____	_____ Date
Business Office:									
Taxable item?									
Yes _____	_____ initials								
No _____	_____ Date								
Dean/Department Head _____ Date _____									
VPFA _____ Date _____									

ATTACH APPROVED FORM TO PAYMENT REQUEST OR PCARD LOG