

**Be aware that giving a prize or award may result in unintended consequences to the recipient. Depending on the prize or award, the recipient could be taxed on the value. See Policy tab for more information.**

**Purpose of Form**

To request approval before purchasing a prize or award, and to understand the limitations on prizes and awards given. This includes when a 3rd party donates the prize/award.

**Who uses this form**

Department heads/Budget Officers requesting to be able to purchase/give a prize or award.

**Contact Information**

[businessoffice@cwidaho.cc](mailto:businessoffice@cwidaho.cc)

**Routing**

Completed by requestor  
Business Office/VPFA will review the request  
Form returned to the requesting department  
If approved, the form will be returned to the requestor. At this time the requestor may purchase the prize or award and will attach the approved request form to either a Payment Request or Pcard log.  
If denied, the form will be returned to the requestor. No further action may be taken by the requestor to use College funds to purchase a prize or award.  
If Business Office box in lower right of form is marked as a taxable item, the requestor will need to submit a list with the names and prizes to the business office.

**GUIDELINE TO APPROPRIATE ACQUISITION OF GIFTS/AWARDS/RECOGNITIONS**

<b>Purpose</b>	<b>Dollar Limit</b>	<b>Forms and Approvals Required</b>
Length of service or retirement gift	\$50 for the first 5 years plus \$10 per year thereafter, maximum of \$400	Gift, Award or Recognition Request Form. Verification of length of service required from HR.
Appreciation/recognition gift for employee	\$50	Gift, Award or Recognition Request Form