The following gifts and awards are taxable to the recipient and must be reported to the Controller's Office by submitting this form.

- Gifts in excess of $100
- Cash or cash Equivalents (this includes Gift Cards/ Certificates)

Employee: Yes [ ] No [ ] This determines if the award is reported via W-2 or 1099 at the end of the year.

<table>
<thead>
<tr>
<th>Student's Name (Please Print)</th>
<th>Banner ID Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Department $ Value of Gift or Award

Description of Gift or Award:

- 
- 
- 
- 

Student's Signature Date

Department Approval Signature* Approval Name (Please Print) Date

*At least one supervisory level above the recipient

CONTROLLER'S OFFICE USE ONLY

Initials $ Taxable Amount Date