**Rutgers University Student Activities Business Office**

Prize, Award, and Gift Card Information Form

Occasionally student organizations may include prizes, awards or gift cards at their events. Prize, awards or gift cards are given to recognize an accomplishment, achievement, or activity that does not require the performance of a service to the university. **The following information must be provided to process any transactions related to prizes, gift cards or awards. No checks will be released until all information has been submitted.** Please see the Prizes, Awards, and Recognition Gift Policy section of the Treasurers Handbook for complete details.

# Event Information:

SABO Account Number:

Event Name:

Event Description:

Purpose of Award/Gift/Prize:

Eligibility and selection criteria:

# \*Recipient Information:

**Required for and Cash Prize, Award or Gift Card $60.00 and above**

# Required for any single non cash Prize, Award, Gift, valued at $60.00 and above.

#  Information will be reported as taxable income.

Name:

Description of Award/Gift/Prize:

Award/Gift/Prize Value:

Social Security Number:

Home Address:

Telephone Number:

Rutgers University Employee: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If yes, Department & Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Please Duplicate Recipient Information portion of the form as needed