

## PRIZE AND AWARD FORMS

For any prize, award, or gift given out by a club or an organization, a Prize and Award Form must be completed. If items are purchased for use at a later time and the recipient(s) is not known at the time of purchase, the holder is required to keep a detailed log showing the recipient names, items that were given, the purpose, the date given, and the value. Turn in to Financial Services when items are disbursed.

Please note that there are two different forms depending on the value of the prize, whether it is \$50 or less. For any prize over \$50, a vendor data record must be filled out (*Refer to page 34*). It is important clubs take the responsibility to collect accurate information at the time the prize or award is given in case the recipient is unavailable at a later date.



How to

### Filling in Prize and Award Forms (\$50 & under)

*(Refer to page 37 for the \$50 and under Prize and Award Form)*

1. List first and last name of any recipients of prizes and awards valued at \$50 or less.
2. Describe item that was purchased (*Ex: Starbucks gift card, coffee mug*)
3. State value of item. Please note any item over \$50 will have to be listed on a separate form.
4. Provide date item was awarded.
5. Describe why item was awarded to the recipient (*Ex: Fundraiser raffle prize, guest speaker gift*).



How to

### Filling in Prize and Award Forms (Over \$50)

*(Refer to page 38 for the over \$50 Prize and Award Form)*

1. State the name of the club or organization awarding the prize or award and then the date it was given to the recipient on.
2. Next, describe the item and list the value. The value must be over \$50 for this form.
3. Fill in the recipient personal information such as name, Bronco ID (if CPP Student), address and phone number. Then have the gift recipient sign and date the form.
4. Then, indicate whether the recipient is an ASI employee, Foundation/University employee or not affiliated\*.

*\*Not affiliated individuals must fill out a Vendor Data Record form (Refer to page 34).*