Who is the gift card for?

Will the gift card be given to an employee (ASI, University, or CPP auxiliaries) or program participant/speaker (club & ASI programs)?

**Employee**

- **Prize or award (e.g., opportunity drawing, employee recognition)**
  - Allowable
  - All gifts at any amount are taxable to the employee. Submit Prize & Award Form

- **Birthday, baby shower, wedding, holiday, thank-you, etc.**
  - Not Allowable
  - Not Allowable (ASI, F&O & IRA Funds)

- **Food for in-person events (e.g., retreats & training, excluding meetings)**
  - Not Allowable
  - Request a cash advance or submit a receipt for reimbursement.

- **For Virtual Events**
  - Food for virtual events (e.g., retreats & training, excluding meetings)
  - Not Allowable
  - Follow Food Delivery for Virtual Events procedures

**Program Participant/ Speaker**

- **Prize or award (e.g., opportunity drawing, competition, recognition)**
  - Allowable
  - Annual total $600 or above is taxable to the recipient. Submit Prize & Award Form

- **Birthday, baby shower, wedding, holiday, thank-you**
  - Not Allowable (ASI, F&O & IRA Funds)
  - Allowable (Agency Fund)

- **Food for in-person retreats, events, etc.**
  - Not Allowable
  - Food for virtual retreats, events, etc.

- **For Virtual Events**
  - Food for virtual events (e.g., retreats & training, excluding meetings)
  - Not Allowable
  - Follow Food Delivery for Virtual Events procedures

Last Update: 12/23/2020