



PRIZE, AWARD & GIFT FORM for ASI Employees

Prize/Award Information:

AWARDED BY _____ ON _____
(department/club) (date)

ITEM DESCRIPTION _____ VALUED AT \$ _____
(cash/gift card/etc.)

Please Provide the Following Information:

RECIPIENT NAME: _____

EMPLOYEE BRONCO ID: _____

ADDRESS: _____

CITY/STATE/ZIP: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____

RECIPIENT SIGNATURE: _____

DATE

Please be aware that prizes and awards are taxable to employees at any amount.

This form will be provided to ASI Payroll for tax purposes. It is your responsibility to report it as income. Check with your tax advisor for further details.