The **Gifts and Prizes Reporting Form** must be completed by any department that provides a gift or prize from the university to an employee or non-employee that meets one of the following criteria:

1. Cash and cash equivalent gifts of any value to employees;
2. Cash and cash equivalent gifts with a value greater than $75 to a non-employee; or
3. Non-cash gifts with a value of greater than $75 for either employee or non-employee.

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| **ONLY COMPLETE THIS SECTION IF THIS WAS A LENGTH OF SERVICE AWARD/ RETIREMENT GIFT** |
| Was the gift part of a meaningful presentation? (e.g. formal retirement banquet) | Has recipient been employed by DePaul at least 5 years? | Has another length of service/ retirement gift been provided to the recipient during this year or one of the prior 4 years? |
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The completed Gifts and Prizes Reporting Form must be submitted to the **Controller’s Office**.

DEPARTMENT:

PURPOSE OF THE GIFTS/PRIZES:

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| GIFTS TO EMPLOYEES: |
| Receipt DateMM/DD/YYYY | Name (Recipient) | Employee ID | Extension | Description of Gift |  Value | Payment Source |
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BUDGET MANAGER’S NAME: SIGNATURE: DATE:

DEPARTMENT:

PURPOSE OF THE GIFTS/PRIZES:

BUDGET MANAGER’S NAME: SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE:

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| GIFTS TO NON-EMPLOYEES AND FOREIGN OFFICIALS: |
| Receipt DateMM/DD/YYYY | Name (Recipient) | Telephone Number | Description of Gift | Address | Value | USCitizen | W-9/W-BEN |
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