



GIFT CARD FORM

This form is required when:

- Any¹ gift card is provided to an employee². AVP for Financial Services approval required.
- One or more gift cards totaling over \$50 are provided to any non-employee³.

INSTRUCTIONS/CHECKLIST:

1. ☐ Submit EREQ and approved Hospitality Form to: ereq@sonoma.edu
2. ☐ Department picks up gift card from Procurement
3. ☐ Obtain 204 Vendor Data Form from gift card recipient (not required for employees)
4. ☐ Obtain recipient acknowledgement on this form
5. ☐ Department gives gift card to recipient (*204 Form and recipient signature required prior to release*)
6. ☐ Submit this form and 204 Form to Procurement

Recipient Status:

☐ Employee²

☐ Student^{2,3}

☐ Non-employee³

Event/Activity Description: _____ Date: _____

Gift Card Vendor Name: _____

Gift Card \$ Amount: _____

Recipient's Acknowledgment:

I acknowledge receipt of the above gift card^{2,3}

Recipient's Printed Name

Contact Info (email or phone)

Signature

Date

¹ Wolf Bucks cards \$75 or less, provided no more than once per calendar year per employee, are excluded.

² The value of gifts, prizes and awards provided to employees, including student employees receiving gifts or prizes related to their employment (i.e., outstanding student worker in a department), will be added to the employees' Form W-2 for proper IRS tax reporting.

³ The value of gifts, prizes, and awards provided to students and other nonemployees will be reported on Form 1099 if aggregate taxable payments received by such individual are \$600 or more during the calendar year.