



PRIZE OR GIFT DISTRIBUTION DOCUMENTATION FORM

Purpose: To report all distributions of tangible prizes, gifts, and other property **over \$50 to US Citizens and over \$15 to Non-US Citizens**, regardless of source, to employees, students, and guests. Use Treasury Service's Cash or Gift Card Distribution Documentation Form for gift cards, bookstore cards, petty cash, etc.

Instructions:

- Additional documentation may be required, per recipient, if the following applies:

Recipient is:	Required Additional Documentation
US Citizen	W-9 required if greater than \$200 is given
Non-US Citizen	W-8BEN required if greater than \$15 is given

Either (1) have the Recipient and an employee sign for each distribution or (2) have two employees attest to the distributions. If an employee attests to the distribution of funds, it means he or she was present and saw it take place.

- In addition to this form, distributions to donors also need to be coordinated with LDS Philanthropies so that the return benefit to the donor is reflected on the donation acknowledgment.

Prize or gift custodian name: _____ Phone: _____

Operating unit, account, and class used to purchase prize/gift: _____

Description of prize/gift item: _____

Reason for distribution: _____

	Date	Amount	Employee/ Student Emp (Yes/No)	US Citizen (Yes/No)	BYU ID (9-digit ID #) Required for Employees/Students	Recipient (Print Name)	*Recipient Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

If more than 10 recipients, please attach another page.

*If no recipient signature, two employees must attest to distribution.

Employee 1 (REQUIRED)		Employee 2 (if no recipient signature)	
I personally witnessed the above distribution(s):		I personally witnessed the above distribution(s):	
Signature:		Signature:	
Print name:	Date:	Print name:	Date: