



Request Id: \_\_\_\_\_

### CASH OR GIFT CARD DISTRIBUTION DOCUMENTATION FORM

Custodian Name: \_\_\_\_\_

**Purpose:** To report all distributions of cash or gift cards, regardless of source, to employees, students, and guests. There is no minimum threshold. 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.

	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							
11							
12							
13							
14							
15							
16							
17							
18							
19							
20							

Total:

\*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: