



Request Id: _____
 Reportable to Reg Accounting: Yes No

CASH OR GIFT CARD DISTRIBUTION DOCUMENTATION FORM

Custodian Name: _____

Please document the distribution by (1) having the Recipient and **an employee** sign for the distribution, or (2) by having 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. An employee cannot attest to something because another employee said they distributed the funds.

- Any amounts given to **BYU EMPLOYEES**, provide recipients' BYU identification number(s).
- Amounts of more than \$200 to non-employees, please attach [W-9](#)
- Amounts of more than \$15 given to Non U.S. Citizens, please attach [W-8BEN](#) (For international BYU students, include BYU ID)

For questions regarding documentation, please contact **Treasury Services** at cashandgiftcards@byu.edu.
 For questions regarding taxable reporting requirements, please contact **Regulatory Accounting** at 2-8098.

	Recipient (Print Name)	Recipient Signature*	Amount	Employee? (Y/N)	US Citizen? (Y/N)	BYU ID (if applicable)
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

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

Employee 1 (REQUIRED)	Employee 2 (if no recipient signature)
I witnessed that the above distribution(s) was/were given to the stated recipient(s).	I witnessed that the above distribution(s) was/were given to the stated recipient(s).
Signature: _____	Signature: _____
Print name: _____ Date: _____	Print name: _____ Date: _____

Please retain a copy for your records and email a copy to cashandgiftcards@byu.edu within 30 days of receipt