



GIFT REPORT FOR NON GONZAGA EMPLOYEES

Gift Report (Cash Equivalent**)-Complete an entire section for each recipient

				Yes	No
Recipient Name: Last	First	M.I.	* W-9or W-8BEN on file?	<input type="checkbox"/>	<input type="checkbox"/>
Social Security Number:			*Required prior to reimbursement for services (List of W-9/W-8Ben's on file in Outlook)		
Home Address:			All cash and cash equivalent gifts are taxable income to the recipient		
Cost of Gift/Gift Certificate \$			Date Gift Given:		
Type of Gift:		Gift Purpose? If <u>no</u> list purpose:	For Honoraria/Services:	<input type="checkbox"/>	

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** Examples of cash equivalent: gift cards,gift certificates, savings bonds, store script
If you are unsure if the recipient is a current employee, call Payroll at ext. 6805

Print Name of Person Awarding Gift:	Ext.:
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Attach completed form to:
 Payment Voucher requesting reimbursement
 Purchase Requisition requesting purchase of item
 Credit Card documentation for recharges