



GIFT REPORT FOR GONZAGA EMPLOYEES

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

			ID or Soc. Sec. Number:	
Recipient Name: Last	First	M.I.	All cash and cash equivalent gifts are taxable income to the recipient.	
Cost of Gift/Gift Certificate \$			Date Gift Given:	
Type of Gift:		Reason for Gift:		

			ID or Soc. Sec. Number:	
Recipient Name: Last	First	M.I.	All cash and cash equivalent gifts are taxable income to the recipient.	
Cost of Gift/Gift Certificate \$			Date Gift Given:	
Type of Gift:		Reason for Gift:		

			ID or Soc. Sec. Number:	
Recipient Name: Last	First	M.I.	All cash and cash equivalent gifts are taxable income to the recipient.	
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Cost of Gift/Gift Certificate \$			Date Gift Given:	
Type of Gift:		Reason for Gift:		

** 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