



Gift Card Disbursement List

When PCard is used, gift cards are currently limited to Walmart, Sam's Club, and Amazon

UNIVERSITY OF
ARKANSAS

This form is to be used when gift cards are purchased and issued as research incentives, student awards, and/or random drawings. When PCard is used, attach this form to your original approved request to purchase gift cards when submitting documentation.

Merchant Name: _____ Cardholder Name (if PCard purchase) _____

Date of Purchase: _____ Purchase Amount \$ _____

of Cards: _____ Type: _____ (Example: 12 –Walmart or 12- Amazon, etc)

of Cards not issued from this purchase: _____ Where are they being held? _____

Name of Event: _____

	Card # (last 4 digits on back of card)	Card Value	Date Distributed	Recipient ID # (Employee ID or Student ID)	Employee (Y/N)	Printed Name	Signature of Recipient
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Please Note: Your information will be submitted to the Tax Compliance Office for 1099 reporting. Employees are not allowed a gift card **UNLESS** part of a research incentive or random drawing. Employees will be taxed on amount of gift card. Any Student receiving a gift card for \$200 or more will have this information given to Financial Aid as part of scholarship package. All other recipients will receive a 1099-MISC from the University when the total amount of compensation reaches \$600.00 in a calendar year, otherwise the individual is required to report earnings when filing taxes. (Attach additional forms as needed for number of cards) *Exemption to form is Food Science Testing Center as pre-defined process already in place)*