



UNIVERSITY OF
ARKANSAS

Prize Disbursement List

*This form is to be used when prizes 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 prizes when submitting documentation.***

Merchant Name: _____

Cardholder Name (if PCard purchase) _____ Date of Purchase: _____

Purchase Amount \$ _____ # of Prizes: _____

Name of Event: _____

	Prize Description	Prize 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*

Business Services Revised 10/2018