



Gift Card/Prizes 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/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 gift cards/prizes when submitting documentation.

D# _____

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 request: _____ Where are they being held? _____

Name of Event: _____

	Card # (last 4 digits on back of card)/Prize	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)*