

Gifts & Cash Incentives Distribution Log

Department			Date	
Prepared by:			Phone	
Business Purpose:				
Description of Item Distributed:				
No.	Name/Recipient	Employee? Yes/No	Amount	Signature
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
Total				

as of 06/28/2018

Departments must submit a copy of the completed Log when requesting reimbursement or reconciling a cash advance. A description of the business purposes must be included, e.g., employee recognition gifts, incentives provided to individuals to complete a questionnaire or participate in a research study, etc. A Form W-9 must also be included for any **non-employee** receiving gifts and cash payments of \$600 or more during the calendar year. All cash gifts and any non-cash gifts of \$100 or more provided to an **employee** are reportable on the employee's Form W-2 as additional wages subject to withholding of payroll taxes. For more information see **Non-Cash Gifts, Awards, and Incentives Policy**.

Research Subjects: To protect the confidentiality of research subjects, a recipient may sign the Log using an alias or other identifier rather than his or her name