



Rutgers University
Student Activities
Business Office

Prize, Award, and Gift Card Information Form

Occasionally student organizations may include prizes, awards or gift cards at their events. Prize, awards or gift cards are given to recognize an accomplishment, achievement, or activity that does not require the performance of a service to the university. **The following information must be provided to process any transactions related to prizes, gift cards or awards. No checks will be released until all information has been submitted.** Please see the Prizes, Awards, and Recognition Gift Policy section of the Treasurers Handbook for complete details.

Event Information:

SABO Account Number: _____

Event Name: _____

Event Description: _____

Purpose of Award/Gift/Prize: _____

Eligibility and selection criteria: _____

*Recipient Information:

Required for and Cash Prize, Award or Gift Card over \$50.00

Required for any single non cash Prize, Award, Gift, valued at \$50.00 or more .

Information will be reported as taxable income.

Name: _____

Description of Award/Gift/Prize: _____

Award/Gift/Prize Value: _____

Social Security Number: _____

Home Address: _____

Telephone Number: _____

Rutgers University Employee: _____

If yes, Department & Title: _____

*Please Duplicate Recipient Information portion of the form as needed