



Student Gift, Prize, Award Recipient Information Form

This form, along with all supporting documentation, must be submitted to the "General Accounting-Cheri Shomers" Xtender Queue PRIOR to issuing a gift, prize, or award to a student when possible. All awards will be reviewed by Financial Aid (FA) for compliance and adjustments will be made to the student accounts as needed. Student FA can be affected negatively by awards.

IRS regulations require reporting of student gifts, prizes, or awards as a scholarship (FA) or reportable taxable income. To determine proper tax treatment, this form must be filled out for any Gift, Prize, or Award (cash award or reimbursement, items purchased on behalf of the student including purchases with a University PCard, or non-cash items given to the student). Please note that these Reportable Gifts, Prizes, and Awards, will be processed through Financial Aid or as taxable income on a 1099-M form if the IRS threshold of \$600 is met or exceeded in a calendar year. For questions regarding this form contact Cheri Shomers at 1-2388 or cheri.shomers@unco.edu / Amy Sands at 1-1828 or amy.sands@unco.edu / or General Accounting at general.accounting@unco.edu

STUDENT RECIPIENT:

NAME: _____ BEAR ID #: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

AWARD DESCRIPTION AND PURPOSE (BE DETAILED. GENERAL RESPONSES WILL CAUSE DELAYS)

FOAPAL to Charge Gift, Prize, Award to: (Budget is required to be in fund/org in accounts 62860, 78015, or 72312)

FUND	ORG	ACCT	PROG	ACTV
Is there budget in this FOAP for the award?			Yes	No
Was this required for a course/program at UNC?			Yes	No

AUTHORIZED FOAPAL SIGNATURE REQUIRED:

Signature: _____

Date: _____

Type of gift, prize, award (list award totals on proper lines):

Cash- Cash awards may be paid through FA to the student's account. Payment will be applied to any amount due on the student's account. If there is no balance, a check will be issued from the student's account. Reimbursements for cash are included on this line. PLEASE ALLOW 7-10 BUSINESS DAYS FOR PAYMENT.

Gift Card/Certificate- These are allowed ONLY with a preapproved waiver signed by the University Tax Accountant. Please list Gift Card Waiver # _____ (must be included).

Noncash/Other- Any non-cash item (Example: iPod, Computer) that has a value of more than \$50. Recipient info for non-cash items \$50 and under (T-shirt, Mug, Pen) is unnecessary. Other: Any travel or financial benefit to the student paid directly by the University (Pcard or UNC vendor) - Attach supporting documentation to substantiate the amount.

Amount \$ _____

Amount \$ _____

Amt/FMV \$ _____

FOR OFFICE USE ONLY:

Financial Aid Director Approval: _____

Date: _____