

GIFTS, PRIZES & AWARDS REQUEST

Auxiliary Accounting

5500 University Parkway. San Bernardino, CA 92407

Main (909) 537-7213 Fax (909) 537-7175

CHECK DISTRIBUTION

Mail Check to Address ☐

Pick up @ Fdn Rm 109 ☐

Extension:

Gifts, Prizes, and awards are considered taxable income and are subject to reporting, regardless of amount. There are no de minimis exceptions. Gifts, prizes, and awards are typically gifts of cash (including gift cards/certificates) given to recipients in recognition of outstanding achievement in teaching, research, academic performance, other performance-related activities or for winning's in competitions, drawings or student events.

Payments to CSUSB Faculty and Staff will be processed as UEC Payroll. Please contact Foundation HR for more information, 909/537-7589.

Is Recipient a University or UEC Employee?

☐ Yes

☐ No

RECIPIENT(Please Print)	Date	Phone
Home Address, City, State, Zip Code		
Purpose of Award/Prize		

☐ CSUSB Student (Student ID #) _____

☐ Other (Explain) _____

SSN (last 4 #'s): _____

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Account	Fund	Dept	Program	Class	Project	Amount
Total						

*** If recipient is a CSUSB student, CSUSB Financial Aid Office must be notified in writing and attached to request.**

*** Please attach a W-9 form along with the Award/Prize Payment Request Form if you are a first time Payee.**

*** All Awards and Prizes are taxable income to the recipient. Recipients will receive an IRS 1099-Misc for each tax year for cumulative payments of \$600 or more.**

I CERTIFY THAT: this expenditure is for the primary objective and goal of aiding and supplementing the instructional and service activities of CSUSB.

Prepared by (Please Print) _____ Phone or Ext _____ Date _____

Signature of Recipient _____ Date _____

Account Authorized Signature Approval _____ Date _____

Approved By (Please Print) _____

Auxiliary Use Only

Vendor Number: _____

Voucher Number: _____

Budget Approval: _____

Accounts Payable turnaround timeframe is 10 business days.

AP Rev (06/11)

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Please select business unit that activity has occurred in.

ASI	Associates Students, Inc.
PHL	Philanthropic Foundation
SUN	San Manuel Student Union
UEC	University Enterprises Corporation at CSUSB

Payments to CSUSB Faculty and Staff and Foundation Staff will not be processed on this form. Please contact UEC HR at 909/537-7589

Recipient Information

Recipient - Name of the person receiving the Stipend
Date - The date you are filling out the request
Phone - Home phone number of Recipient
Home Address - Home address of Recipient

Purpose of Stipend

The reason the stipend is being awarded and how it is going to be used.

CSUSB Student or Other (explain)

If CSUSB student, please include the student ID number. If other, please explain & include the last four digits of SSN

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Enter the account, fund, dept., project, and amount.

If recipient is a CSUSB student, CSUSB Financial Aid Office must be notified in writing. All Stipends must be reviewed by Financial Aid before payment can be processed.

Please attach W-9 form along with the Stipend Payment Request Form. Stipend recipients must provide their Social Security number. Some stipends are taxable income. Recipients of Stipends will receive an IRS 1099-Misc for each tax year for cumulative payments of \$600.00 or more.

Certification

If you are receiving reimbursement from more than one source, you must provide information concerning that source to prevent duplication payment/reimbursement.

Prepared By

Person preparing the Stipend Request Form

Signature of Recipient and Date

Approved By

An authorized signer on the account must approve and date the Stipend form.