

TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO
Non Cash Awards, Prizes, Gifts and Gift Cards

Section A

Name of Recipient: _____

Tech ID or R#: _____

Description: _____

Date Purchased: _____

Value of Item: _____

Has the item been engraved with recipient's name? Yes ____ No ____

Section B

TTUHSC El Paso Employee

Is this award, prize or gift given for length of service (including retirement)? Yes ____ No ____

If no, explain:

If yes, has this employee received any other length of service award within the current tax year or any of the past four years? Yes ____ No ____

Is this employee retiring? Yes ____ No ____

How long (in years) has this person been employed by TTUHSC? _____

If the award was presented to the employee as part of a meaningful presentation, please describe:

Was this employee achievement award for a departmental awards program or safety? Yes ____ No ____

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Section C

TTUHSC El Paso Student

This student award, prize, or gift is based solely on academic achievement or the result of a contest and not based on past, present or future services.

Non Employee

Please attach W-9 form.

NOTE:

If cumulative dollar amount for the tax year is \$ 600 or more, a 1099 will be issued to the recipient.

Section D

I certify that the above information is true and correct to the best of my knowledge.

Has an **employee's** cash award, prize or gift been processed in the Employee One-Time Payment System (EOPS) with the earn code MSC?

Yes _____ Attach tracking approval with details from EOPS

Has an **employee's non-cash** award, prize or gift totaling more than \$100 been processed in the Employee One-Time Payment System (EOPS) with the earn code MSC?

Yes _____ Attach tracking approval with details from EOPS

FUND MANAGER/DEPARTMENT ADMINISTRATOR

DATE

APPROPRIATE CHAIR, DEAN OR VICE PRESIDENT

DATE

(i.e. AWARDS OR GIFTS FOR RETIREMENT or SEPARATION FROM TTUHSC)

GIFTS FOR DONORS \$500 OR MORE:

DEAN, VICE PRESIDENT OR PRESIDENT

DATE