

GIFT / PRIZE RECIPIENT FORM

This form must be completed and submitted along with the corresponding FTF to your group's adviser for review and approval, ***before the item can be purchased.*** Additional documentation may be required depending on the nature of the gift or prize.

A. Student Organization or USL Department: _____

B. Event/Program Name: _____

C. Business Purpose: _____

A valid business purpose details why the expense is necessary and reasonable in order to conduct University business.

D. Fill out the chartstring below:

BUS UNIT	DEPT.	PC BUS UNIT	PROJECT	ACTIVITY	INITIATIVE	SEGMENT
		GENRL		01		

Gift/Prize Information:

Type (Select One):

Prize Money* Non-cash gift (Please specify item): _____

Value of gift or prize (if multiple, you must complete separate forms for each gift or prize): \$_____

**Cash-equivalent gifts: If the combined value of all cash-equivalent gifts to a recipient exceed \$600 in one calendar year they are considered taxable income and reportable to the IRS.*

Documentation Required:

Please complete the section below with the gift/prize recipient's information:

1. Recipient Name: _____

2. CU Student CU Staff CU Faculty Non-CU Affiliate

3. Street Address: _____

4. City, State, & Zip Code: _____

Note to advisers: *CU affiliates may be subject to additional approvals. Please see Administration & Planning if for staff, student or faculty.*

Adviser Approval: _____ A&P Approval: _____

Corresponding FTF will not be approved until this form has been reviewed and approved by the Administration & Planning team.

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