



ROCKY
MOUNTAIN
COLLEGE

Office of Residence Life - Gifts/Awards Recipient Form

To ensure the Office of Residence Life is in compliance with Rocky Mountain College purchasing policies any gifts/awards purchases and awarding must be reported. Please complete this form and submit it to the Office of Residence Life. Any tangible gifts/awards over \$75, and monetary gifts (i.e. gift cards) or any amount in value must be reported to the Business Office; additional documentation may be required.

Name of Event: _____

Date of Event: _____

Gift/Award: _____

Gift/Award Value:\$ _____

Hosting Staff Member: _____

Name of Gift/Award Recipient: _____

At the above mentioned event I received the listed gift/award as a prize for my participation. I understand that per IRS regulations, any tangible gifts/awards over \$75, and monetary gifts (i.e. gift cards) of any amount results in taxable income to the recipient and that I am required to complete a W-9 form for tax purposes.

Gift Card Recipient Signature

Date