



Prize Form

Name of Event: _____ Date of Event: _____

Department Hosting Event: _____

Description of Prize: _____

Dollar Value of Prize: \$ _____

Recipient's Name: _____ Union ID: _____

Recipient's Signature: _____

For Departmental Use:

Payment Method: CRD Document# _____

Direct Charge (Receipt **MUST** be attached)

Account Number/Object Code Charged: _____ - 8476

Department Signature: _____ Date: _____

Per the Union College Gift Card and Prize Policy, only Union students/employees are eligible to win prizes. To comply with college and federal guidelines, a gift must be tangible personal property, i.e., merchandise whose value cannot exceed \$100.00. Examples of gifts of tangible personal property include: flowers, books, candy, Union memorabilia, food baskets, etc. Any gift in excess of \$100.00 will be considered taxable income and reported as such to the recipient. Please return the completed form to Accounts Payable at accountspayable@union.edu.