

**Non-Cash Gift, Prize, Award Form  
for Employees of Villanova University**

|   |  |
|---|--|
| Employee Name                             |  |
| Employee ID                               |  |
| Recipient                                 | <input type="checkbox"/> Student Employee <input type="checkbox"/> Staff<br><input type="checkbox"/> Faculty |
| Department presenting gift, prize, award  |  |
| Value of gift, prize, award               |  |
| Description of gift, prize, award         |  |
| Date gift, prize, award will be presented |  |
| Reason for presenting gift, prize, award  |  |

\_\_\_\_\_ Date  
*Budget Administrator*

\_\_\_\_\_ Date  
*Second Level Approval*  
(value greater than \$200)

\_\_\_\_\_  
***Please submit to Payroll Services prior to presenting award, gift, or prize.***

Payroll Services Use Only

|             |  |
|-------------|--|
| Taxable     |  |
| Not Taxable |  |