



EMPLOYEE NON-CASH AWARDS, PRIZES AND GIFTS FORM

HSC OP 72.03 Direct Pay Expenditures, Attachment B, Employee Non-Cash Awards, Prizes, Gifts and Gift Card Form

Section A

Name of Recipient: _____ Employee R# _____

Description of gift: _____

Date Purchased: _____ Value of Item: _____

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

Section B

Is the award, prize or gift given for retirement? Yes ____ No ____

Is the award, prize or gift given for length of service, but not retirement? Yes ____ No ____

If no on both of the above, explain the purpose of the award, prize or gift:

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

If retiring, how long (in years) has this employee 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 or safety program award? Yes ____ No ____

Section C

I certify that the above information is true and correct to the best of my knowledge and approve the issuance of this award, prize or gift.

Fund Manager _____ Date _____