This form is required when:
- Any\(^1\) gift card is provided to an employee\(^2\). AVP for Financial Services approval required.
- One or more gift cards totaling over \$50 are provided to any non-employee\(^3\).

**INSTRUCTIONS/CHECKLIST:**
1. \(\square\) Submit EREQ and approved Hospitality Form to: ereq@sonoma.edu
2. Department picks up gift card from Procurement
3. \(\square\) Obtain 204 Vendor Data Form from gift card recipient (not required for employees)
4. \(\square\) Obtain recipient acknowledgement on this form
5. \(\square\) Department gives gift card to recipient (204 Form and recipient signature required prior to release)
6. \(\square\) Submit this form and 204 Form to Procurement

Recipient Status:
- \(\square\) Employee\(^2\)
- \(\square\) Student\(^2,3\)
- \(\square\) Non-employee\(^3\)

**Event/Activity Description:** ____________________________________________ Date: __________

**Gift Card Vendor Name:** ______________________________

**Gift Card \$ Amount:** _____________

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**Recipient’s Acknowledgment:**

I acknowledge receipt of the above gift card\(^2,3\)

_________________________________  ______________________________
Recipient’s Printed Name                        Contact Info (email or phone)

_________________________________   ___________________
Signature                                                 Date

\(^1\) Wolf Bucks cards \$75 or less, provided no more than once per calendar year per employee, are excluded.

\(^2\) The value of gifts, prizes and awards provided to employees, including student employees receiving gifts or prizes related to their employment (i.e., outstanding student worker in a department), will be added to the employees’ Form W-2 for proper IRS tax reporting.

\(^3\) The value of gifts, prizes, and awards provided to students and other nonemployees will be reported on Form 1099 if aggregate taxable payments received by such individual are \$600 or more during the calendar year.