

University of Wisconsin – Oshkosh
Accounts Payable Department
Dempsey 236
920-424-3990 Fax 920-424-2240

Explanation of Prizes, Awards or Gifts (F46)

<https://www.wisconsin.edu/financial-administration/financial-administrative-policies-procedures/fppp/f46-prizes-awards-and-gifts/>

Please complete form and e-mail to Financialservices@uwosh.edu for approval prior to presenting award or gifts

Award - Recognition or something of value conveyed as a result of competition, merit or in recognition of service to the institution on the part of the recipient. The use of gift funds is preferred for all awards.

No cash awards are permitted.

GPR may be used only for awards such as certificates and plaques that have no intrinsic value or for items of minimal value that bear the University's logo

Awards to employees should not exceed \$100 in cost; special cases must be approved by the Chancellor.

Item Description _____

Justification for Award _____

Fund _____ Department _____ Program ___ Project _____

Amount/Value of Award \$ _____ Controller Approval _____ Date _____

Gift – A voluntary conveyance of something of value as a gesture of good will or appreciation. Gifts from program revenue sources may be given in the following circumstances: (Please check all that apply)

Distinguished visitors to campus

Foreign nationals when University personnel are visiting other countries and gifts are necessary, customary and reasonable in cost

Recognize contributions of time or funding support by members of the public

- Normally, all gifts should be items of minimal value that bear the University's logo.
No cash gifts are permitted.
- No GPR may be used for gifts

Item Description _____ Value _____

Fund _____ Department _____ Program ___ Project _____ Controller Approval _____ Date _____