

FORT HAYS STATE UNIVERSITY STATE ACCOUNT GIFTS, PRIZES, AWARDS AND PROMOTIONAL ITEMS PR

Gifts, Prizes, Awards, And Promotional Items Guidelines

The University Policy for Gifts, Prizes, Awards, and Promotional Items can be found at:

http://www.fhsu.edu/academic/provost/documents/faculty_handbook_pdf/ document page 275 or internet page 286.

Use of State funds to purchase gifts, prizes, awards, or promotional items for employees is not permitted under any circumstances.

Prior to purchasing any item for use as a gift, prize, award, or promotional item (GPAPI), the Lotus Notes Gifts, Prizes, Awards, and Promotional Items Approval Form must be completed and submitted to:

- Director or Department Chair
- Dean or other approver as required (may be same as line 1 if no other approver is required)
- Vice President (Academic Program requires-Dr. Gould) (Student Affairs Program Requires-Tisa Mason)
- Mike Barnett, Vice President for Administration and Finance
- FHSU Purchasing

Once the completed form has gone through the approval process, the submitter will receive an e-mail stating whether the purchase is “Approved” or “Denied”. Follow the appropriate set of instructions.

- If Denied:
 - Purchase may not be made
 - Open the GPAPI Approval Form and review the comments in the VPAF section.
- If Approved:
 1. Open the GPAPI Approval Form; go to the VPAF section and note the EVENT NUMBER The Event Number is to be written on the bottom left hand corner of all documents prior to submitting to Business Office (receipt, invoice, W9, and or W8BEN).
 2. **For purchase of Gifts, Prizes, or Awards**
If marked yes:
 - Check the W9/W8BEN Required Field
 - The W9 and acknowledgment form are located at: http://www.fhsu.edu/bus_off/w-9.
 - Proceed with making the purchase
 - Start the GPA Recipient Form in Lotus Notes Workflow
 - Update the GPA Recipient Form as purchases are made.
 - Write EVENT NUMBER (see VPAF section of the GPA Approval Form) on the bottom left corner of each invoice/receipt and send to the Business Office as purchases are made.

Prior to giving the Gift, Prize or Award, the following steps should be completed:

- Provide each prize recipient with the Acknowledgement form to be signed & returned to Event Host.
- If U.S. citizen (or resident alien), give IRS Form W-9 form to recipient for completion and signature. Upon receipt of signed Form W-9, prize can be released.
- If prize recipient is a non-U.S. citizen: Do not release prize at this time.
 - Give copy of Acknowledgement Form to prize recipient and instruct them to contact Student Fiscal Services at 628-4499 to complete nonresident alien tax compliance forms.

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- Student Fiscal Services will obtain signed documentation from prize recipient and contact Event Host to pick up documents once they are complete. Student Fiscal Services will also notify Event Host if withholding tax is required from non-US citizens.
- Event Host/Department collects tax , if required, (35% of value of prize) from prize recipient (if paying by check, payable to “Fort Hays State University”);
 - Submit tax with deposit slip
 - IFAS Acct for tax withholding only: Org Key 6231122510; Object Code 469090
 - Description on deposit slip: “Event number-{last name of recipient}”
- If Department/State account is paying tax, submit Interfund Request Form
 - Tax withholding only: Org Key 6231122510; Object Code 469090
 - Description on Interfund Request Form: “Event number-{last name of recipient}”
- Prize may be given to recipient once tax documents are obtained and applicable taxes have been paid.
- Keep all W9/W8BEN forms in a secure location until they are hand-delivered to the Business Office.
- Hand-deliver W9/W8BEN and Acknowledgement forms to the Business Office as soon as possible.
 - Reminder – Write Event Number on bottom left corner before delivering
- Do NOT keep copies of these forms
- **If marked no:**
 - Proceed with making the purchase
 - Write EVENT NUMBER on the bottom left corner of each invoice/receipt and send to the Business Office as purchases are made.
 - W-9 and W8-BEN do not need to be obtained
 - GPA Recipient form does not need to be completed

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Payment by PR:

An IFAS Purchase Requisition may be processed for payment of gifts, prizes, awards, or promotional items in the form of a check to a vendor departmental approval. If a monetary prize is awarded an IFAS Purchase Requisition must be processed for each recipient after the receipt of the W9 or W8BEN. A template for required information is provided below.

h - LiveSystem - Microsoft Internet Explorer

Your security code should appear

PR: H99999 PO: Sec Cd: INTI Aprv: APR Next:

Vendor **ShipTo**

V01001324 Addr: 0C NOSHIP Addr: SF Confirm: Account: Bid # PO Type: P Contract # Terms: End Use: Buyer:

KUHN'S DIAMOND JEWELERS
1009 MAIN ST
HAYS KS 67601
SHIPPING NOT APPLICABLE

Items

Item No	Quantity	Units	Description	Amount	ACCOUNT NUMBER	Extended
0001	1	EA	SEIKO CLOCK	125.00	SA11280500- 000000	134.52
0002	1	EA	ENGRAVING AND PLAQUE	10.00	SA11280500- 000000	10.00
0003	0			0.00	-	0.00

Notes

CONTACT:
RON HAAG AT 4369
EVENT NUMBER 110831-1
Clock with engraved plaque
Recognition of Award for Service
Presented 9/10/11 at Service Recognition Banquet

Print After

The Gifts, Prizes, and Awards Approval Form on Lotus Notes must be approved prior to submitting an IFAS PR.

Print After Notes must contain the following:

- Contact person's name and phone number
- Event Number from Lotus Notes Gifts, Prizes, Awards and Promotional Items Approval Form
- Description of items purchased
- Reason for purchase

Policies:

- If W9 or W8BEN is required, per the Gifts, Prizes, Awards, and Promotional Items Approval Form, the Gift, Prize, and Award Recipient form on Lotus Notes must be started at the same time the PR is initiated. Submit the GPA Recipient form after the event has occurred and all W9/W8BEN forms have been collected. Hand carry the W9s or W8BENs to the Business Office.
- If a W9 or W8BEN is required for a state employee – faculty, staff, or student – it will be reported by Accounts Payable to the Personnel Office.
 - The amount will be added to the employee wages on the following pay period. Taxes may be deducted from their paycheck.
 - The OrgKey to be charged for fringe benefits (must be a state account) will be assigned on the Gifts, Prizes, and Awards Recipient Form. The fringe benefits will be deducted from the department on the following pay period.
- The value of the purchase will be tracked for non-employees. If an individual receives \$600 or more in 1099 reportable transactions in one calendar year from any State Agency, they will receive a 1099 at the beginning of the following year.

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- **SGA** funds cannot be used to purchase gifts, prizes or awards (Due to the Personal Gain Clause).