PRIZEAND AWARD INFORMATION FORM
For those not affiliated with the university

BYUH does not allow cash or gift cards as prizes. See the Hosting, Retreat and Teambuilding policy. This form is to be used for any time a prize or award valued at over $100 is given to someone who is neither an employee nor student. We are required to issue tax form 1099-MISC for a cumulation of gifts over $600. To do this we need them to complete a W9 and complete a supplier add form.

EVENT INFORMATION

Coordinator and Department	**Event**
Event Coordinator:	Event Name:
Department:	Event Date

AWARDEES

Recipient	**Date Awarded**	**Prize**	**Value**

FOR OFFICE USE ONLY

Information	**Date**
Verified Identification By (Print):	Supplier ID Number:
Date entered into Workday:	Last Updated:

Last Updated 08.28.23

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