



Gift Recipient Form

Guidelines

1. This form (along with original receipts) should accompany reimbursement requests for items purchased as gifts for employees or students. Receipts for purchases made with either the Loyola Procurement card or check request are to be submitted to Accounts Payable. Receipts for purchases made using a cash advance are to be submitted to Student Administrative Services.
2. Reportable gifts presented to employees may be subject to applicable Federal and State taxes. If the recipient of the gift is an employee, the Payroll Office will add the value of the gift to the employee's annual W-2. If the recipient is a student, the student may receive at 1099-MISC tax from at the end of the calendar year if the total amount over the year is greater than \$600.
3. The Gift Recipient Form must be attached to all receipts if the gift is taxable. If a Gift Recipient Form is not submitted as support for purchases, the full amount of the purchase will be taxed to the *purchaser* of the gift.

Purchaser Information

Purchaser Name: _____ Date Purchased: _____
 Purchaser Date _____
 employee ID: _____ Given/Distributed: _____

Gift Recipient Information

Recipient's Name	Employee	Student	Loyola ID Number	Amount/Value	Item Description
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>			

Purpose/Reason for Gift: _____

Eligibility Requirements for Gift: _____

For Accounting or Payroll Use Only

Employment Related Non-Employment Related

Entered/Reviewed By	Date Received	PPE Date	Comments