

## Prize Acknowledgement Instructions and Form

### Instructions

Any Prizes, Gifts, and Awards issued to students will be reported to the Office of Financial Aid. It is up to the student to confirm that it will not affect their Financial Aid. The Office of Financial Aid can be contacted at [financial.aid@umich.edu](mailto:financial.aid@umich.edu).

Internal Controls require that the Authorized Signer purchasing the prize, gifts, or awards is not the same Authorized Signer issuing the award and the issuer cannot be the same Authorized Signer that is reconciling the expense.

If the prize, gifts, or awards is **bought by an Authorized Signer**: Signer 1 can purchase the prize, gifts, or awards. Signer 2 can issue the prize, gifts, or awards, but Signer 3 must submit the Reimbursement purchase request for Signer 1. Please attach this acknowledgment form to the purchase request as well for record-keeping purposes.

If the prize, gift, or award is a **gift card**: any gift card of \$50.00 or more is considered to be taxable income. In this situation, a completed W-9 form is required from the person receiving the gift card. If the person receiving the gift card has a relationship with the University of Michigan, taxes will be withheld from the reimbursement. Student Organizations should **only purchase the number of gift cards that will be needed within 30 days**. Gift cards must be purchased and brought to the SOAS office to be distributed.

If the prize, gift, or award is a **cash prize**, then the [SOAS Awards & Prizes](#) purchase request must be filled out.

If you have any questions, please contact the SOAS office via email at [soas@umich.edu](mailto:soas@umich.edu) or by phone at 734-763-5767.

### How to Use This Form

Make a copy in your Google Drive and edit accordingly. Add your student organization's name and event/program name.

Once filled out by recipients, keep a copy for your student organization's records and send a copy to the SOAS office. If you are submitting a [Reimbursement Purchase Request](#) for prizes bought, attach a completed form to the [Purchase Request](#).



## Prize Acknowledgement Form

Congratulations! You've won a prize from the \_\_\_\_ *Student Org Name* \_\_\_\_ !  
 Thank you for participating in \_\_\_\_ *Event/Program Name* \_\_\_\_ .

In order to receive your prize, you must complete and return the form below to us as confirmation. We will not issue gifts until this form is completed.

By signing this form, you understand that any Prizes, Gifts, and Awards over \$50 issued to students could impact your financial aid and will be reported to the Financial Aid Office.

To Be Completed by Winner:	
Date	
Printed Name of Winner	
UMID	
Signature of Winner	
To Be Completed by Authorized Signer:	
Amount of Gift	
Type of Gift	
Store Name	
Authorized Signer Issuing Prize	
Date Prize Purchased/Issued	

To Be Completed by Winner:	
Date	
Printed Name of Winner	
UMID	

Signature of Winner	
<b>To Be Completed by Authorized Signer:</b>	
Amount of Gift	
Type of Gift	
Store Name	
Authorized Signer Issuing Prize	
Date Prize Purchased/Issued	

<b>To Be Completed by Winner:</b>	
Date	
Printed Name of Winner	
UMID	
Signature of Winner	
<b>To Be Completed by Authorized Signer:</b>	
Amount of Gift	
Type of Gift	
Store Name	
Authorized Signer Issuing Prize	
Date Prize Purchased/Issued	