

UNLV
Non-Cash Giveaways

The purpose of this form is to record receipt of non-cash goods provided or awarded by UNLV contests or giveaways. Non-Cash Giveaways of \$600 or more in a calendar year are required to be reported in accordance with IRS Regulations. Please forward completed form and corresponding backup materials to accountspayable@unlv.edu.

Issuing Department:			
Contact Name:			
Phone:			Date:
Recipient Information			
Recipient Name:			*Please complete and attach W-9 or W-8BEN
*If recipient is an Organization, Primary Contact Name:			
Address:			
Phone:		Email:	
Giveaway Information			
Giveaway Description:			
Giveaway Purpose:			
Fair Market Gift Amount:		\$	
*Dept to attach purchase or donation receipt of give-away item			

The undersigned individual hereby acknowledges the receipt of aforementioned goods.

Recipient Signature	Date
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I certify that the giveaway item(s) have been obtained within the UNLV Purchasing Policy.

Department Admin/Director/Dean	Date
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