

Gift Card Receipt Form for Employee Recipients



Reason for gift card (check one):

- Employee Recognition or Achievement Award
- Human Subject Compensation
- Raffle and Door Prizes
- Retirement

DATE:

Employee Name (issuer of gift cards):

Protocol Title and ID (if human subject compensation):

I received a payment of \$ _____ for _____

I acknowledge that all gift cards, regardless of value, are considered cash or a cash equivalent gifts or awards and will be reported as income (except for human subject compensation).

The University of Massachusetts requires that you sign below in order to receive your payment.

Recipient's Full Name (Print)

Recipient's Signature

Date

Employee ID #

* Gift cards are limited to \$100.00 per employee per event except for Retirement Gifts which are limited to \$400.00.