

LA SIERRA UNIVERSITY

TAXABLE GIFT CARD FORM

The giving of gift cards must be reported to the Accounting Office using this form. Employees are taxed via Form W-2 and non-employees are taxed using Form 1099.

Gift Card description and purpose:

Name (Please Print)	W9	Employee	Student	ID Number	Gift Amount
_____	<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"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

How will this gift card be purchased?

Cash Hold
 Expense Report
 P-Card
 Purchasing

Department Head/Chair Name

Signature

Date

ACCOUNTING USE ONLY

COPIES SENT TO:

Payroll _____
(DATE SENT)

SFS _____
(DATE SENT)