

Recipient Compensation/Award Form

**This form should be used when any of the following items are provided to any individual (employee, student, non-affiliate): Physical cash, Physical gift cards, E-gift cards, or gift certificates.*

**Please note that this form does not replace the need for compensation related to work performed, which requires either a visiting personnel form or payroll update.*

If compensation is greater than \$100, the recipient will be required to provide their social security number & signature via a secure method (i.e., DocuSign) to the University when requested. To be sent by the Big Red Business Center.

****COMPLETE EVENT INFORMATION ON BACK/SECOND PAGE****

REQUIRED INFO

[illegible]

****To be completed by University Employee****

Name of Individual completing this form:

What is the business purpose of this compensation:

Name of the Event:

Event date:

Was this a student-only event? Yes ☐
 No ☐

How was the cash/gift cards/certificates obtained?

Submission Tips:

Cash from the Bursar's Office

- Submit this spreadsheet with the Inter-campus Requisition via the Invoice/Receipt submission form to BRBC

Physical/Tangible goods/E-gift card/certificate:

University Bookstore

- Include this recipient information form with the bookstore receipt, and submit to BRBC via the Invoice/Receipt submission form.

Paid Personally

University Funded

- Include this recipient information form along with your receipt and submit for reimbursement through Firefly.

Foundation Funds

- Include this recipient information form along with your receipt and submit to BRBC via the Invoice/Receipt submission form.

P-Card

- Include this recipient information form along with your purchase documentation and submit via Frevvo.

Invoice

- Include this recipient information form along with the invoice and submit via the Invoice/Receipt submission form.

Worked with ORI

- Include this recipient information form with the ORI request paperwork to BRBC via the Invoice/Receipt submission form.