

UNIVERSITY OF HARTFORD

Non-Monetary Gift/Award Log

Gift Recipient	University ID #	Relation to University (Student, employee, donor, etc.)	Date Gift/Award Given	Name of Vendor Gift Purchased From	Date Purchased	Description of Gift/Award	\$ Cost of Gift/Award	Business Purpose of Gift/Award
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Department granting gift/award:		-
Employee responsible for granting gift/award:	Printed name	Ext. Email
Signature of responsible employee:*		Date
Approver's Name: (Must be Officer or President for any gifts/awards over \$500		-
Approver's Signature:* * By signing this form, I certify that the information provided is accurate	and in compliance with University policies	Date
Note: This form should be completed for all non-monetary gifts or awards valu form must be completed and forwarded to the Payroll Department within	ed over \$100. For students and non-employees, this form must be completed and forwarded to the Financial Accounting Services Department, along 15 days of the gift/award date.	with the gift/award recipient's completed W-9 within 15 days of the gift/award date. For employ