



# VCU Procurement Services

## Non-Monetary Prize Reporting for Non-Employees (Not for Processing Payment)

Non-Monetary Prizes for non-employees for items value greater than \$75 must be reported to Procurement Services for tax purposes. Non-monetary prizes exclude gift cards. Please send completed form to Procurement Services, Box 980327, Attention: Marvin Lee.

Recipient's Banner ID  
Number  
if known:

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Recipient's SSN Number  
if Banner ID is not known:

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Recipient's Name:

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Recipient's Address:

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Street Address

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City State Zip code

Phone number and/or  
email address

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Detailed description of  
item.

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Total Value of prize:

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Date:

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Department Name:

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Department Contact:

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Name Phone Number

**Questions regarding application of these guidelines may be directed to Patricia Shazer at 828-5067 or Marvin Lee at 828-6977.**