

**ABILENE CHRISTIAN UNIVERSITY**  
**Gift, Award, or Prize Purchase Form**

- 1 When purchasing a gift, award, or prize on behalf of ACU, please follow ACU's [Gifts, Awards, Prizes & Receptions Policy](#) .
- 2 This form should be filled out, in its entirety, anytime an individual is purchasing a gift, award, or prize for an employee, student, or non-employee (individual or business entity) using ACU funds. This includes making the purchase using personal funds and requesting reimbursement or making the purchase at the Campus Store.
- 3 **Gift cards, gift certificates, and store credits may not be purchased using ACU funds for anyone. This includes those purchased at the ACU Campus Store using a departmental FOAP or purchasing card.**
- 4 If the gift, award, or prize recipient is an ACU employee, the amount may be included on the employee's W-2.
- 5 If the gift, award, or prize recipient is not an ACU employee, the amount may be included on the individual's or entity's 1099. In this case, a [W-9](#) must be included with this form or must be on file in the Accounts Payable office. Please check FTMVEND to see if a W-9 is on file.
- 6 It is the responsibility of the purchaser to inform the recipient of the possible tax consequences associated with receiving a gift, award, or prize.
- 7 Once the form is complete and signed by the purchaser and supervisor, please include with your method of payment (request for payment, PAF, or p-card expense report).

**If you have any questions, please call Accounts Payable at extension 6167.**

