

**Purpose of this Form:** To report a non-cash gift greater than \$100 USD and any cash gift, including gift certificates/cards (regardless of the dollar amount) for a non-employee, which are subject to tax reporting. If the combined total of gifts received and compensation for services rendered exceeds \$600 USD in any calendar year, a 1099 form will be issued.

**Note:** Gift recipients who are U.S. citizens or U.S. taxing residents must complete a Form W-9 and attach it to this form. A copy of any gift documentation must also be attached to this form, otherwise it will not be processed. **ALL PAYMENTS WILL BE SENT DIRECTLY TO THE RECIPIENT. CMU will issue the recipient's payment via Electronic Funds Transfer (EFT). The recipient must provide their banking information by submitting a completed [Accounts Payable Supplier Electronic Funds Transfer Form \[pdf\]](#).**

## Recipient Information

Recipient's Name: \_\_\_\_\_ Taxpayer ID: \_\_\_\_\_  
Address Line 1: \_\_\_\_\_ Ledger: \_\_\_\_\_  
Address Line 2: \_\_\_\_\_ Type of Gift: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ Contact Phone Number: \_\_\_\_\_  
How was the gift purchased? \_\_\_\_\_ Value of gift purchased: \_\_\_\_\_  
Reason/description of gift purchased: \_\_\_\_\_

**Note:** If the gift was purchased using a university purchasing card, scan and attach a copy of this completed form to the procurement card verification report (PRC). If the gift was purchased with personal funds, attach a copy of this completed form to the expense report (ER).

## Citizenship Information

Is the gift recipient a U.S. citizen or U.S. Taxing Resident? \_\_\_\_\_ If no, specify the gift recipient's country of citizenship: \_\_\_\_\_

If "YES", a Form W-9 must be attached.

If "NO" and the recipient is residing in the U.S. or has a U.S. tax obligation, the [Foreign National Information Form \[pdf\]](#) & [Form W-8BEN \[pdf\]](#) must be submitted with this request.

If "NO" and the recipient is residing in an International Location with no U.S. tax obligation, the Foreign National Information Form & Form W-8BEN are not required.

Have you (the requestor) reviewed the university's [FCPA Guidance](#)? \_\_\_\_\_

Please describe in the box below any FCPA related concerns you may have with the provided gift, if any:

## Accounting Information

Currency	GL Amount	Object Code	Funding	Function	Activity	Organization	Entity
		85914					

Currency	GM Amount*	Project	Task	Award	Expenditure Type (Text)	Organization (Text)
					GIFTS UNALLOWABLE	

\*Sponsored Projects Accounting (SPA) signature is required if charging to a sponsored (1XXXXXX) award.

SPA Approver \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Signature of Preparer** (This individual will be contacted regarding any questions on the form.)

Preparer \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_ Phone Number \_\_\_\_\_

## Administrative Leadership Group (ALG) Authorization

ALG Approver \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

\*Note: For Accounts Payable processing purposes, once the ALG Approver signature field is completed, the form will lock and no longer be editable.

I confirm by checking this box that the contact information provided for the recipient on this form is [known good supplier information](#).

Submit completed form to Accounts Payable  
at [ap-payform@andrew.cmu.edu](mailto:ap-payform@andrew.cmu.edu).

Updated by Payroll: 12.01.2024