

## CAL POLY POMONA PHILANTHROPIC FOUNDATION

### PRIZE & AWARD FORM

You have received \_\_\_\_\_ valued at \_\_\_\_\_ on \_\_\_\_\_ (date)  
awarded by \_\_\_\_\_ (dept.). Please be aware that prizes and awards  
are taxable. It is your responsibility to report it as income. Please check with your tax advisor for further  
details.

**Please complete the following information:**

**Name**

**Street Address**

**City**

**State**

**Zip Code**

**Employee ID-University, CPP Foundation  
Inc., or ASI Employee**

**Telephone Number**

**Email**

**Recipient's Signature**

**Prepared By**

**Ext.**

**Please check one each of the following:**

#### **Employment Status**

Foundation Employee\*

University/ ASI/Employee\*

*\* If Foundation, University or ASI  
employee, this will be taxed and reported  
on your W-2 Form if the amount is over \$50.*

Not affiliated \*\*/ **Vendor Data Form Required**

*\*\*If not an employee of Foundation, University,  
or ASI, a 1099 will be issued if you receive \$600 or more  
per calendar year.*

#### **Prize Awarded Via**

Bronco Access Card/IDT  
(Forward to Accts Receivable)

Award processed through Accts  
Payable or Petty Cash Fund  
(Forward to Accts Payable)

Award processed through P-Card  
(Forward to Accts Payable)