

OU Employees
(Faculty/Staff, PEAK)

Prize, Gift, or Award Type	Prize, Gift, or Award Description	Details	Examples	Policy Ref.	Taxable	Taxable Income Reporting Form Required	GL Acct
Employee as Recipient - U.S. Citizen, Permanent Resident, Resident Alien, or Nonresident Alien for tax purposes							
Gift Card (Cash Equivalent)	Program Participation Gift Certificates, Gift Cards, Gift Vouchers (Incentives to individuals for their participation in surveys, research, volunteering, or other University programs)	Participation must have a clear business purpose and support the mission of the University. Gift cards must be purchased with Pcard. Employees receiving incentives resulting from performing an activity that is separate and distinct from their position at the University will be treated as nonemployees.	Gift card given for participating in a University research study	Participant Incentive Gift Cards Policy		See "Other" tab	
Cash/Check or Gift Card (Cash/Cash Equivalent)	Employee Appreciation Cash, Gift Certificates, Gift Cards, Gift Vouchers (Given to an employee to show appreciation or recognition for employee-related achievements, performance, length of service, etc.)	Not allowed. Instead, award the employee through a one-time payroll payment using an ePAF in the PeopleSoft HR system. This will allow for proper approval and tax treatment as this type of award is always taxable as wages to the employee.					
Gift (Tangible)	Flowers or equivalent in conditional circumstances and for a reasonable amount and purpose	Not allowed. Instead, personal contributions from colleagues may be considered as a method of providing such gifts. Some departments may have OU Foundation Funds that allow for certain gifts per the Fund Agreement - this is allowable when paid directly from OU Foundation.					
Gift (Tangible)	Promotional items	Tangible promotional items must be distributed in a manner that supports the recipient's relationship with the University. Promotional items are generally distributed to groups of 10 or more individuals and limited to \$25 per person.	T-shirts, coolers, mugs, etc.	Prizes, Acknowledgements, and Appreciation Policy	No (1)	Not applicable if value is \$100 or less	921225
Award (Tangible)	Employee Appreciation - General/Informal (Given to an employee or group of employees to show occasional, informal appreciation or recognition for employee-related achievements)	Must be tangible (preferably OU-branded) item. Presented to employee on an occasional basis, typically done informally. Must be presented on a basis that does not discriminate in favor of highly compensated employees. Maximum allowable value is \$100/gift.	Coffee or snacks, group meal/picnic, OU-branded items, etc.	Prizes, Acknowledgements, and Appreciation Policy	No (1)	Not applicable if value is \$100 or less	921225
Award (Tangible)	Employee Appreciation - Achievement/Service Awards (Given to an employee to show formal recognition for length of service or special achievement)	Must be tangible (preferably OU-branded) item presented to an employee in recognition of a milestone or consistent with a formal recognition program. Must be: occasional (not more than annual); presented on a basis that does not discriminate in favor of highly compensated employees. Maximum allowable value is \$400 per gift, per year. Length of service awards should not be given prior to reaching 5 years of service and should not be given more frequently than every 5 years. Item cannot be any of the following: vacations, meals, lodging, tickets to theater or sporting events, stocks, bonds, other securities, and other similar items.	Plaques, placards, name plates, watches, etc.	Prizes, Acknowledgements, and Appreciation Policy	No (2)	Not applicable if value is \$400 or less	921225
Award (Tangible)	Faculty/Staff Retirement (Given to an employee to show formal recognition for length of service/retirement)	Must be tangible (preferably OU-branded) item. A suggested guideline is \$10 for every year of service or a reasonable amount based on the employee's position at the University. Must not discriminate in favor of highly compensated employees. Must be awarded as part of a meaningful presentation. The maximum value allowable is \$400 per gift, per year. Item cannot be any of the following: vacations, meals, lodging, tickets to theater or sporting events, stocks, bonds, other securities, and other similar items.	Plaques, placards, name plates, watches, etc.	Prizes, Acknowledgements, and Appreciation Policy	No (2)	Not applicable if value is \$400 or less	921225
Award (Tangible)	Employee incentives	Tangible property given to encourage employee participation in an employee-related event. The use of OU-branded items is encouraged. Value must be de minimis.	OU Wellness items, T-shirts, coolers, mugs, etc.	Prizes, Acknowledgements, and Appreciation Policy	No (1)	Not applicable if value is \$100 or less	921225
Prize (Tangible)	Noncash prize for participation in games of chance or contest. Games of chance include raffles and door prize events. Gift cards are not allowed as prizes.	Prizes may only be awarded where it supports the University mission, either at employee-specific events (i.e. Staff Week) or community-wide events where employment is incidental.	T-shirts, coolers, mugs, iPads, electronics, fitness trackers, etc.	Prizes, Acknowledgements, and Appreciation Policy	Yes (1)	Value > \$100: Prize & Award Tax Data Collection Form with Employee ID Value \$100 or Less: Not applicable	921225

(1) Noncash/tangible items not taxable if de minimis (value is \$100 or less). Reportable to applicable Campus Tax department (for W-2 wages) at greater than \$100.

(2) Value cannot exceed \$400. If over \$400, item may be taxable and additional approvals necessary.

OU Students

(including Student Employees and Graduate Assistants)

Prize, Gift, or Award Type	Prize, Gift, or Award Description	Details	Examples	Policy Ref.	Taxable	Taxable Income Reporting Form Required	GL Acct
Student as Recipient - U.S. Citizen/Permanent Resident for tax purposes							
Awards/Prizes (Cash/Check)	Scholarships/Fellowships Prizes or awards paid via check where the recipient must be an OU student to be eligible for the prize or award. <i>In limited circumstances, fellowships are also paid to non-OU students.</i>	Scholarships, fellowships, academic awards, and payments to fund and/or reimburse a student's travel, research, or other institutionally authorized personal expenses which primarily benefit the student. Payments via check to a student as a prize or award for a contest based on skill, where only OU students were eligible to participate, are also part of this category.	Check given to student for contest based on skill, where only OU students were eligible to participate; Check paid to student for needs-based expenditures (food, bills, etc.); Check paid to student for journal publication or travel to attend a conference related to their thesis research.	Payments to Students Policy		See Payments to Students Policy for further information.	551000 (payments to OU students) 552000 (Limited - payments to non-OU students)
Gift Card (Cash Equivalent)	Program Participation Gift Certificates, Gift Cards, Gift Vouchers (Incentives to individuals for their participation in surveys, research, volunteering, or other University programs)	Participation must have a clear business purpose and support the mission of the University. Gift cards must be purchased with Pcard.	Gift card given for participating in a University research study	Participant Incentive Gift Cards Policy	Yes (2)	To ensure compliance, individual payments of \$100 (or more) or cumulative payments expected to exceed more than \$500 for the calendar year must be reported to applicable Campus Tax department.	921200
Gift (Tangible)	Flowers or equivalent in conditional circumstances and for a reasonable amount and purpose	Not allowed. Instead, personal contributions from colleagues may be considered as a method of providing such gifts.					
Gift (Tangible)	Promotional item	Tangible promotional items must be distributed in a manner that supports the recipient's relationship with the University. Promotional items are generally distributed to groups of 10 or more individuals and limited to \$25 per person.	OU T-shirts, OU mugs, etc.	Prizes, Acknowledgements, and Appreciation Policy	No (1)	Not applicable if value is \$100 or less	921225
Award (Tangible)	Noncash appreciation or recognition of a student's noteworthy achievement or contribution to the University	Must be tangible items of a reasonable value	OU logo items, plaques, books, portfolios, or other items of similar value	Prizes, Acknowledgements, and Appreciation Policy	Yes (1)	Value > \$100: Prize & Award Tax Data Collection Form and W-9 Value \$100 or Less: Not applicable	921225
Prize (Tangible)	Noncash prize for participation in games of chance or contest. Games of chance include raffles and door prize events. Gift cards are not allowed as prizes.	Prizes may only be awarded where it supports the University mission. This excludes prizes that are considered scholarships/fellowships.	OU T-shirts, OU mugs, iPads, electronics, fitness trackers, etc.	Prizes, Acknowledgements, and Appreciation Policy	Yes (1)	Value > \$100: Prize & Award Tax Data Collection Form and W-9 Value \$100 or Less: Not applicable	921225

(1) Noncash/tangible items not taxable if de minimis (value is \$100 or less). Reportable to applicable Campus Tax department at greater than \$100

(2) Gift cards are considered cash equivalents, and are taxable for all recipients. Reportable to applicable Campus Tax department at values greater than \$100

OU Students

(including Student Employees and Graduate Assistants)

Prize, Gift, or Award Type	Prize, Gift, or Award Description	Details	Examples	Policy Ref.	Taxable	Taxable Income Reporting Form Required	GL Acct
Student as Recipient - Resident Alien or Nonresident Alien							
Awards/Prizes (Cash)	Scholarships/Fellowships Prizes or awards paid via check where the recipient must be an OU student to be eligible for the prize or award.	Scholarships, fellowships, academic awards, and payments to fund and/or reimburse a student's travel, research, or other institutionally authorized personal expenses which primarily benefit the student. Payments via check to a student as a prize or award for a contest based on skill, where only OU students were eligible to participate, are also part of this category.	Check given to student for contest based on skill, where only OU students were eligible to participate; Check paid to student for needs-based expenditures (food, bills, etc.); Check paid to student for journal publication or travel to attend a conference related to their thesis research.	<i>Payments to Students Policy</i>		See Payments to Students Policy for further information.	
Gift Card (Cash Equivalent)	Program Participation Gift Certificates, Gift Cards, Gift Vouchers (Incentives to individuals for their participation in surveys, research, volunteering, or other University programs)	Participation must have a clear business purpose and support the mission of the University. Gift cards must be purchased with Pcard. Employees receiving incentive resulting from performing an activity that is separate and distinct from their position at the University will be treated as nonemployees.	Gift card given for participating in a University research study	<i>Participant Incentive Gift Cards Policy</i>		Not allowed to be paid by Gift Card, must be AP voucher to appropriately assess taxes.	
Gift (Tangible)	Flowers or equivalent in conditional circumstances and for a reasonable amount and purpose	Not allowed. Instead, personal contributions from colleagues may be considered as a method of providing such gifts. Some departments may have OU Foundation Funds that allow for certain gifts per the Fund Agreement - this is allowable when paid directly from OU Foundation.					
Gift (Tangible)	Promotional item	Tangible promotional items must be distributed in a manner that supports the recipient's relationship with the University. Promotional items are generally distributed to groups of 10 or more individuals and limited to \$25 per person.	OU T-shirts, OU mugs, etc.	<i>Prizes, Acknowledgements, and Appreciation Policy</i>	No (1)	Not applicable if value is \$100 or less	921225
Award (Tangible)	Noncash appreciation or recognition of a student's noteworthy achievement or contribution to the University	Must be tangible items of a reasonable value	OU logo items, plaques, books, portfolios, or other items of similar value	<i>Prizes, Acknowledgements, and Appreciation Policy</i>	Yes (1)	<u>Value > \$100:</u> Prize & Award Tax Data Collection Form W-9 (Resident Alien) or W-8BEN (Nonresident Alien) <u>Value \$100 or Less:</u> Not applicable	921225
Prize (Tangible)	Noncash prize for participation in games of chance or contest. Games of chance include raffles and door prize events. Gift cards are not allowed as prizes.	Prizes may only be awarded where it supports the University mission. This excludes prizes that are considered scholarships/fellowships.	i-Pads, electronics, fitness trackers, etc.	<i>Prizes, Acknowledgements, and Appreciation Policy</i>	Yes (1)	<u>Value > \$100:</u> Prize & Award Tax Data Collection Form W-9 (Resident Alien) or W-8BEN (Nonresident Alien) <u>Value \$100 or Less:</u> Not applicable	921225

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Other OU Community Members

(Donors, Alumni, Research Participants, Volunteers, Speakers, Board/Committee Members, General Public)

Prize, Gift, or Award Type	Prize, Gift, or Award Description	Details	Examples	Policy Ref.	Taxable	Taxable Income Reporting Form Required	GL Acct
Other as Recipient - U.S. Citizen/Permanent Resident for tax purposes							
Cash/Check (Cash/Cash Equivalent)	Cash/check payments made to individuals that are not employees or OU students. <i>For non-OU students receiving fellowships, see Student tab.</i>	Payments are made to individuals using a voucher submitted through the Accounts Payable process. These payments are for cash awards to community members.	Special honorary events to recognize donors, achievements in literature, etc.	N/A	Yes	Tax reviews awards paid through this GL and sends 1099-MISC at year end.	922450
Gift Card (Cash Equivalent)	Program Participation Gift Certificates, Gift Cards, Gift Vouchers (Incentives to individuals for their participation in surveys, research, volunteering, or other University programs)	Participation must have a clear business purpose and support the mission of the University. Gift cards must be purchased with Pcard. Employees receiving incentive resulting from performing an activity that is separate and distinct from their position at the University will be treated as nonemployees.	Gift card given for participating in a University research study	Participant Incentive Gift Cards Policy	Yes (2)	To ensure compliance, individual payments of \$100 (or more) or cumulative payments expected to exceed more than \$500 for the calendar year must be reported to applicable Campus Tax department.	921200
Gift (Tangible)	Flowers or equivalent in conditional circumstances and for a reasonable amount and purpose	Not allowed. Instead, personal contributions from colleagues may be considered as a method of providing such gifts. Some departments may have OU Foundation Funds that allow for certain gifts per the Fund Agreement - this is allowable when paid directly from OU Foundation.					
Gift (Tangible)	Promotional item	Tangible promotional items must be distributed in a manner that supports the recipient's relationship with the University. Promotional items are generally distributed to groups of 10 or more individuals and limited to \$25 per person.	OU T-shirts, OU mugs, etc.	Prizes, Acknowledgements, and Appreciation Policy	No (1)	Not applicable if value is \$100 or less	921225
Award (Tangible)	Expression of gratitude to a donor for their contribution to the University	Must be tangible item with the value tied proportionately to donor generosity.	Plaques, placards, etc.	Prizes, Acknowledgements, and Appreciation Policy	Yes (1)	Value > \$100: Prize & Award Tax Data Collection Form and W-9 Value \$100 or Less: Not applicable	921225
Award (Tangible)	Recognition to members of governing boards, volunteers, and speakers	Must not exceed a reasonable hourly rate for services provided by volunteers or speakers based on the caliber of the individual and the content and complexity of the service. Does not include honoraria payments.	Plaques, placards, etc.	Prizes, Acknowledgements, and Appreciation Policy	Yes (1)	Value > \$100: Prize & Award Tax Data Collection Form and W-9 Value \$100 or Less: Not applicable	921225
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