

**Snyder ISD**  
**Gift Card & Non-Cash Prize Issuance/Receipt Form**

**Gift Card Issued to Employee or Non-Cash Prize Won**

Date Issued: \_\_\_\_\_

Issued to: \_\_\_\_\_ Campus/Dept. \_\_\_\_\_

Type of gift card: \_\_\_\_\_ Amount: \_\_\_\_\_

Non-Cash Prize: \_\_\_\_\_ Fair Market Value: \_\_\_\_\_

Purpose/Reason: \_\_\_\_\_

I, \_\_\_\_\_, acknowledge that I am aware that the Internal Revenue Service requires my employer to tax all cash, cash equivalent (gift card), and prize awards. I authorize the deduction of all appropriate taxes from my payroll check.

\_\_\_\_\_  
Issued by

\_\_\_\_\_  
Received by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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**Payroll Use**

Date of payroll check: \_\_\_\_\_ Processed by: \_\_\_\_\_