



Gifts/Awards Form

1. Please select which best describes this gift/award:
 - ☐ Clothing & Personal Supplies
 - ☐ Gift
 - ☐ Award
 - ☐ Prize
 - ☐ Other _____
2. Please describe the business purpose.
 - ☐ Length of Service Award as part of a university-wide recognition program for employees (Faculty Excellence or Staff Appreciation)
 - ☐ Retirement gift for an individual with at least 5 years of service to MSUB (must be reimbursed by a VC Foundation account if outside of staff appreciation).
 - ☐ University sponsored student event
 - ☐ University promotion
 - ☐ Other _____
3. Was this gift/award for an MSUB Employee or Student?
 - ☐ No
 - ☐ Yes, MSUB Employee
 - ☐ Yes, MSUB Student (if MSUB Student Employee, list names below)

4. Please provide the MSUB Employee gift/award recipient names:

[illegible]