



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: