



**Prize/Gift Card Receipt Form**  
**Columbia-Brazoria ISD**

**Prize/Gift Card Received by Employee**

Date Prize/Gift Received: \_\_\_\_\_

Employee: \_\_\_\_\_ Campus/Dept: \_\_\_\_\_

Type of prize/gift: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

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

I, \_\_\_\_\_, employee of CBISD, acknowledge that I am aware that the Internal Revenue Service requires my employer to report all cash, cash equivalents, and prizes awarded by or through CBISD. Any amount over \$25 will be included on my next W-2 form.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Administrator Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Payroll Use*

\_\_\_\_\_  
Date Payroll Received:

\_\_\_\_\_  
Posted by/date:

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