



SAM HOUSTON STATE UNIVERSITY

Annual Award/Gift Log

INSTRUCTIONS This form is used by the Payroll Office to document the business purpose of Awards or Gifts from December 1-November 30 of each year. Certain Awards/Gifts are taxable to the employee. Please include the full date below. **The due date for this document is the first Monday in December of each year, however can be submitted throughout the year as Awards/Gifts are given.** Please send to the Payroll Office at Box 2095 or fax to 936-294-1099.

Amount Expended	Date of Expenditure	Type of Award/Gift	Business Reason for Expenditure	Name, Sam ID, and Business Relationship of Individual(s) Involved

Employee Signature

Date

Privacy Notice: State law requires that you be informed that you are entitled to: (1) request to be informed about the information collected about yourself on this form (with a few exceptions as provided by law); (2) receive and review that information; and (3) have the information corrected at no charge. To request this information, contact payroll_office@shsu.edu or (936) 294-1273.

SUBMIT TO:

SHSU Payroll Office
John W. Thomason Building, Suite 203
Box 2095
payroll_office@shsu.edu
Fax (936) 294-1099