

Missouri State University Allowable Prizes, Awards, & Gifts

Please refer to the official Gift Policy for expanded rules and clarification. This chart is only a guide and is not meant to supersede any official written policy. Also refer to the Fiscal Responsibility Policy before purchasing gifts, awards, or prizes to ensure that the expense is an allowable, reimbursable University expense.

	Employee Rules		Non-Employee Rules	
	Gift Form Required	Taxable	Gift Form Required	Taxable
Cash	✓	✓	✓	Possible**
Gift Cards and Gift Certificates	✓	✓	✓	Possible**
Tangible Property (flowers, books, trophies, plaques, MSU themed apparel, etc.)	✓	Possible*	Only if gift is in excess of \$75	Possible**
Occasional tickets to theater or sporting events	✓	Possible*	Only if gift is in excess of \$75	Possible**
Length of service awards or gifts given to employees no more frequently than every five (5) years	✓	Only when value exceeds \$400	N/A	N/A
Length of service awards or gifts given to employees more frequently than every five (5) years	✓	✓	N/A	N/A
Prizes not involving the purchase of a ticket of chance	✓	Possible*	✓	Possible**
All prizes/gifts/awards to nonresident aliens	✓	Subject to 30% withholding	✓	Subject to 30% withholding

* Infrequent noncash awards and gifts of nominal value given to employees are not reported as taxable compensation. Cash and/or gift certificates are always reported as taxable to the employee on Form W-2 or 1042-S, regardless of the value. Gifts may only exceed \$100.00 if given as a campus wide program or if appropriate approval is received.

** Prizes, awards, and gifts given to non-employees are generally considered reportable as taxable income if cumulative gifts in a calendar year equal or exceed \$600.00. The University will file a Form 1099-MISC or 1042-S to report the gifts when the value of cash and the fair market value of noncash awards to individuals total \$600.00 or more in a calendar year.