



Payroll Department
Swarthmore College

(610) 328-8395
(610) 690-2040 (fax)

Award, Prize, and Gift Form

☐ Faculty/Staff
☐ Student

Name of Recipient: _____
(Please print)

Value: \$ _____

Date Gift Presented: _____

Description of Award, Prize or Gift: _____

(e.g. Coffee Bar card, Visa gift card, apparel, TV, etc.)

Purpose: _____

Fund and Org to be charged: ____ - ____

Approving Signature: _____ Dept: _____

~~ For Payroll Dept Use Only ~~

Banner ID # _____

Date: _____

Payroll #: _____