

Gift Card and Prize Guidelines and Instructions

The following are general guidelines and instructions for Recognized Student Organizations (RSO's) using their SOFS account to purchase gift cards or prizes.

Approved Use of Gift Cards and Prizes	Unapproved Use of Gift Cards and Prizes
To be given out to event participants at public (open to all UNL students) events sponsored by the RSO as a part of a drawing, door prize, or raffle.	Gift cards and Prizes may not be used to purchase items for an RSO event (this would circumvent the SOFS expenditure authorization system)

****Please be aware that Gift Cards given to students will be counted against their Financial Aid****

When presenting a payment request voucher for the purchase/reimbursement of gift cards and prizes, the following must be provided to the SOFS Office

- Detailed receipt for the purchase of the gift cards and prizes
- Flyer or other documentation outlining the event when the gift card and/or prize is being distributed including the event date
- **For gift cards and/or prizes of \$350 or more**, the RSO is required to provide the recipient with a Form W-9. The W-9 must be completed by the recipient when they receive the gift card and/or prize. The W-9 cannot be emailed to SOFS or upload to NvolveU, it must be handed in to the SOFS office by the RSO within 48 hours.
- A complete list of the recipients of the gift card and/or prize regardless of amount of gift card (see below)

Gift Card and Prize Recipient's List

RSO:	SOFS Account #:
Event:	Event Date:

Student Name	NU ID #	Gift/Prize	Gift Amount

**If you have questions please call SOFS 402-472-5667 or e-mail sofs2@unl.edu. For additional recipients please attach list.*