



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 #: \_\_\_\_\_