

State of Arizona
Arizona Department of Administration
General Accounting Office

REPORTABLE PRIZES AND AWARDS

INSTRUCTIONS

Use this form to report awards or prizes provided to State of Arizona employees.

Once completed, send this form to your Agency Payroll Office for processing.

Awards or prizes given to State employees that are provided infrequently, not paid in cash (or cash equivalent such as a gift card), and are valued at **less than \$50.00**, are considered *de minimis* and are not required to be reported. Report all other items of value given.

If you have any questions, please contact your Agency Payroll Office.

Some amounts reported here may not be taxable depending on the circumstances. Review GAO SAAM 5555, 5556, and 5557 regarding Fringe Benefits, Awards, and Prizes for additional information.

FORM INFORMATION

Agency ID Code Agency Name:

Description of Item(s) Provided

PAY CODE OPTIONS:

PRIZES (Won through a game of chance)

AWARDS (Earned by performing service)

- 510** PRIZE - PREVIOUSLY RECEIVED (TAXABLE)
- 511** PRIZE - PAID THRU PAYROLL (TAXABLE)

- 512** AWARD - PREVIOUSLY RECEIVED (TAXABLE)
- 513** AWARD - PAID THRU PAYROLL (TAXABLE)
- 514** AWARD - REPORTABLE (NON TAXABLE)

PAY CODE	EIN	EMPLOYEE'S NAME	DATE GIVEN	AMOUNT OR VALUE

(ATTACH SEPARATE SHEET IF ADDITIONAL ROWS OR LABOR OVERRIDES ARE NEEDED)

PREPARED BY:

EIN	NAME	SIGNATURE	DATE	PHONE
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APPROVED BY:

EIN	NAME	SIGNATURE	DATE	PHONE
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