

**EVENT/CONTEST PARTICIPATION & GIFT INFORMATION FORM**

*This form is to be used only for events/contest participants & to report gift information including staff, faculty, students, non-employees & non-students.*

**This certification must be attached to the payment request via JavelinaBuy or Concur.**

I, \_\_\_\_\_, do hereby certify that I participated in the  
 (print name)

following event/contest, \_\_\_\_\_, on \_\_\_\_\_  
 (description of event/contest) (date)

The award is for the amount of \$ \_\_\_\_\_ I certify that this amount is true, correct, and not duplicated.

Recipient's Signature

Social Security Number

If student, please provide K#

Address, City, Zip Code

Recipient's Telephone Number

Recipient's Email Address

Department Contact Name & Phone Number

Are you a current employee of the A&M System or have you been an employee within the last year?	Yes	No
If yes, name of other system part.		
Are you a current employee of TAMUK or have you been an employee within the last year?	Yes	No
If yes, please check one.      Faculty      Staff      Student		
Are you a U.S. Citizen? If no, please email <a href="mailto:tax@tamuk.edu">tax@tamuk.edu</a> for further instruction	Yes	No

<b>Financial Services Division Only</b>			
<u>P-Card Department</u> Received from Dept: Submitted to AP:	<u>Accts Payable Department</u> Rec'd from P-Card Dept: Submitted to PR:  Submitted to Fin Aid: Keep in AP; enter in Database:	<u>Payroll Department</u> Rec'd from AP: Review: Action:  Submitted to Fin Aid:	<u>Fin Aid Department</u> Rec'd from AP: Rec'd from PR: Review: Action: