

Recognition Reporting Requirement FAQs

Gift Cards of any value given to a University Employee must be reported to Employee Services through the Recognition Reporting Form.

Q: Where can I find the Recognition Reporting Form?

A: The Recognition Reporting Form is housed at the Procurement Service Center webpage located here:

<https://www.cu.edu/psc/forms/recognition-reporting-rr>

Q: Should I use Employee ID Number, or Tax ID Number for Employees on the Recognition Reporting Form?

A: Use Employee ID Number

Q: When should I collect this information/report to Employee Services?

A: Recognition Reporting is required when an Employee receives a cash-like (gift card) item of any dollar amount. When the gift card is given to the employee you should collect their employee ID number and complete the Recognition Reporting form.

Q: Where do I send the completed Recognition Reporting Form?

A: The completed form should be sent or faxed directly to Employee Services (ES, campus box 400 UCA – fax 303.860.4299). Employee Services will record employee awards as additional income.

Q: What is the relevant policy regarding Recognition Reporting?

A: [PSC Procedural Statement: Recognition and Training](#)