**Taxable Items Work Sheet for Payroll Services**

**Reminder:** Gift cards cannot be given to reward employee performance. The cumulative value of all gift cards given to an employee cannot exceed $500 within the calendar year. Gift cards given to student employees must be processed thru MAUI Scholarship Workflow (*not on this worksheet*).

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| **Date:** | |  | | |  | |
| **Contact Person:** | |  | | |
| **Origination Department:** | |  | | |
|  | |  | | |  | |
| **University ID**  **Number** | **Last Name** | **First Name** | **Amount** | **Gift Purchased From** | **Award Date** | **Description** |
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**\*\*\*Send as an attachment to Payroll Services via email to** [**roxanne-schomers@uiowa.edu**](mailto:roxanne-schomers@uiowa.edu)