**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:** |  |
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| **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**