



**amazon** Congratulations on your Amazon gift card in the amount of \$ \_\_\_\_\_

Employee Name: \_\_\_\_\_

Department: \_\_\_\_\_

Employee ID: \_\_\_\_\_

Employee Extension: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for gift card:  
\_\_\_\_\_  
\_\_\_\_\_

Managers Name: \_\_\_\_\_

Managers Signature: \_\_\_\_\_

Dean/Vice President/Unit Head Name: \_\_\_\_\_

Dean/Vice President/Unit Head Signature: \_\_\_\_\_

Department Chart String: \_\_\_\_\_

**Human Resources to Complete:**

Human Resources Representative: \_\_\_\_\_

Gift Card Number (last 4 digits): \_\_\_\_\_

**Employee Completes:**

Employee Accepts Gift Card

Employee Declines Gift Card

Employee Signature: \_\_\_\_\_

Do you prefer the gift card emailed or sent?

Emailed

Sent

Email Address: \_\_\_\_\_

Or

Mailing Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**If Employee declines gift card:**

Return Gift Card to Human Resources

Signature of Human Resources Representative: \_\_\_\_\_

*\*Per IRS regulations, the above amount is considered taxable income to the employee and will be added to the Form W-2*