

On behalf of Liberty University, thank you for your participation in the University's mission. Please accept our gift as an acknowledgement of your efforts.

Recipient Information

Name: _____

Affiliation (choose one) :

LU Student or Employee

Address: _____

LU ID#: _____

Non-LU Affiliate

Phone: _____

Attachments:

W-8BEN: if recipient is a non-resident alien

W-9: if gift is \$600 or more in value and

recipient is a Non-LU Affiliate

Gift Information

Cash/Cash Equivalent (*gift cards*)

Other (*please describe*): _____

Amount: \$ _____

As the gift recipient, I understand that this gift may be considered taxable income and reportable to me on a Form W-2, Form 1099-MISC, or Form 1042-S.

Recipient Signature: _____

Date: _____

Internal Use Section:

Document Number of Purchase: _____
(ER Number or Banner PO Number)

Approvals:

Your signature confirms the items purchased were distributed to someone other than yourself or your superiors.

Gift Awarder:

Printed Name Signature Date

Budget Manager:

Printed Name Signature Date

Submit to:
Accounts Payable
acctspay@liberty.edu

For questions regarding gift reporting and policies, please contact Accounts Payable by email at acctspay@liberty.edu or by phone at (434) 592-3166.