The Form is to be submitted at the time an employee receives a potential de minimis or taxable benefit as defined by the De Minimis Beneifit Policy. Submit the Form in an electronic format. Include all de minimis benefits provided to employees regardless of whether they meet the $100 criteria. Submit your Form to Purchasing at the time of transaction.

Instructions:

1) Enter employee name(s) as denoted in the Form (Last Name, First Name, and Position). You may add additional rows or contact Business Operations for assistance.

2) Enter each item provided to the employee(s), replacing the word “Item #” with the name of the actual item. You may add additional columns or contact Business Operations for assistance.

3) For each Item, enter the fair market value (or purchase price) of the Item. If you have questions concerning the determination of the fair market value provided by a contractual relationship or sponsorship, contact Business Operations for assistance.

4) In the main body of the Form, enter the number of items each employee received. Once entered, the Form will auto-calculate the value of the benefit.

5) For the three remaining columns, follow the guidelines below.

Non-Taxable:

If you believe the item provided to an employee is exempt from any taxable consequences (such as uniforms) place an “x” in this column and provide documentation (picture of each item and value of each item as documented by a purchase receipt or documented fair market value). Additional information regarding “Uniforms” is provided in the de minimus policy.

Taxable and De Minimis Benefit:

These two columns will auto-populate depending on the content of other columns. Submit a receipt or documented fair market value for each item.

6) Have your Immediate Supervisor sign and date the form.

7) Submit the electronic and hard-copy forms and documentation to Purchasing with Purchase Requisition (P.O.) or at the time of the transaction.