

# CLARK ATLANTA UNIVERSITY

## EMPLOYEE GIFT RECEIPT FORM

The Employee Gift Receipt form must be completed for all gifts received from sources outside of Clark Atlanta University that have a value in excess of \$99.99.

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

Employee Phone Number \_\_\_\_\_

Employee Job Title \_\_\_\_\_

Description of Gift \_\_\_\_\_

Date Gift Received (mm/dd/yy) \_\_\_\_\_

Value of Gift (best estimate of market value) \$ \_\_\_\_\_

Source of Gift \_\_\_\_\_

Is the gift from a CAU vendor? \_\_\_\_\_

Please return this form to the Compliance Office located in Room 216 Harkness Hall.