

Prizes and Giveaways Procedures

- Procedure for **ALL** prizes and giveaways:
 - Department fills out Form 136 before the event
 - Department routes Form 136 for signatures
 - Business Office will review and approve Form 136
 - Business Office gives Form 136 back to the Department
 - Drawing / giveaway is authorized
 - Drawing / giveaway is completed
 - WH-1 is completed by the winner(s)
 - If the winner is a foreigner, we may need to give fair market value equivalent payment instead of prize / giveaway because of tax purposes
 - Contact Business Office staff to discuss situation
 - Business Office to work with UH System Disbursing Office for the tax rate
 - Department creates the vendor code
 - Department prepares the DV for the winner
 - Department submits:
 - Fully executed Form 136 (with winning names)
 - WH-1
 - [Prize Notification Form](#)
 - Business Office processes payment to the winner
 - If the winner is not foreign
 - Department prepares a requisition for Vendor
 - Department submits:
 - Fully executed Form 136 (with winning names)
 - WH-1
 - [Prize Notification Form](#)
 - Business Office processes PO
 - Department issues PO to the vendor and receives the goods
 - Department issues prize / giveaway to the winner
 - Department submits invoice to the Business Office
 - Business Office processes payment to the vendor