

# Student Incentives & Prizes Policy and Procedures

## Purpose

The purpose of this Policy is to set forth the guidelines and procedures for student incentives and prizes purchased with College funds. All student incentives and prizes must be requested through a Purchase Order and paid via check to the student. Gift cards may not be purchased.

The cumulative value of student incentives and prizes during the calendar year must be less than \$500 per student. This cap will ensure the rewards/awards received is non-taxable.

## Procedures

Send the following student information (first and last name, Banner A#, email address, amount and description of incentive) in an Excel file to Purchasing at [purchasing@middlesex.mass.edu](mailto:purchasing@middlesex.mass.edu). Students will be required to submit a W9 form in order to receive payment. The department can create the Purchase Order once Purchasing confirms receipt of the W9 form. Please specify the reason for the incentive or prize in the Purchase Order description field.