



WESTERN
ILLINOIS
UNIVERSITY

Western Illinois University Foundation
1 University Circle, Sherman Hall 303
Macomb, IL 61455
Phone 309-298-1861

PRIZE WINNER FORM

Please use this form to detail information on prize winners when winners receive prizes . *THIS IS ONLY FOR PRIZES IN WHICH WINNERS DO NOT PAY FOR A CHANCE TO WIN THE PRIZE.* If winners paid for a chance to win, you need to fill out appropriate raffle forms.

Event Name: _____

Event Location: _____

Event Date: _____

Description of Item

Won: _____

FMV of Prize: _____

WINNER CONTACT INFORMATION:

Name: _____

SSN: _____

Address: _____

Phone: _____ Email: _____

We certify that this was not a raffle and prizes were received without paying for a chance to win the item listed above.

WIU Employee Signature: _____ Date: _____



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Instructions for Completing a Prize Winner Form

The items below correspond to the blanks that need filled in on the Prize Winner form on the preceding page. Please follow the instructions below regarding what to enter on each line of the form.

1. **Event Information Section:**

- a. **Event Name:** Enter the name of event at which the prize was awarded.
- b. **Event Location:** Enter the location of the event at which the prize was awarded.
- c. **Event Date:** Enter the date of the event at which the prize was awarded.

2. **Prize Information Section :**

- a. **Description of Item Won:** Enter a brief narrative description of the prize.
- b. **FMV of Prize:** Enter the Fair Market Value of the prize. This amount will depend on whether the prize was purchased or donated. It will be one of the following:
 - i. Purchase - the amount paid for the prize.
 - ii. Donated - the donor designation fair value of the item on Gift-In-Kind Form.

3. **Winner Contact Information Section:**

- a. **Name:** Enter the name of the prize winner.
- b. **SSN:** Enter the Social Security Number of the prize winner.
- c. **Address:** Enter the full mailing address of the prize winner.
- d. **Phone:** Enter the phone number of the prize winner.
- e. **E-mail:** Enter the Email address of prize winner.

4. **Certification Section:**

- a. **WIU Employee Signature and Date:** The person in charge of awarding the prize should sign and date the form to acknowledge that they take responsibility for ensuring the data on the form is accurate.