

## **Recognition Reporting (RR)** <sup>[1]</sup>

Used to report cash-like (e.g., gift cards) and non-cash awards, rewards, prizes, or other distributions. *This form is under review and redesign, to be effective later this fiscal year.*

Download: Recognition Reporting (RR) Form <sup>[2]</sup>

**Effective Date:** 05/01/2024 (Updated submit-to email addresses, revised to show OUC branding.)

**The OUC has reengineered the finance forms pages to improve user experience by enhancing page design and content. Learn more here** <sup>[3]</sup>.

### **Frequently Asked Questions**

**Q: Who needs to sign this form?**

A: Someone in a position of authority for your department needs to provide the Organizational Unit Authorizing Signature; this might be the head of your department or other person.

**Q: Why/when do I need to fill out this form?**

A: The RR form is used to help determine potential tax reporting obligations. When the University provides a cash-like (e.g., gift card) or non-cash item to an employee or non-employee, the value of this item may need to be included in W-2 or 1099 reporting. The procedures referenced under resources, below, outline these requirements.

**Q: Where do I send this form?**

A: Where you submit the RR form depends on who is the recipient of the cash-like or non-cash distribution. To report items provided to employees, submit the form to Employee Services. To report items provided to non-employees, submit the form to the Procurement Service Center.

**Q: Are there related resources on how/when to use this form?**

A: Yes! See the Finance Procedural Statement Recognition & Training <sup>[4]</sup>.

**Have a question or feedback?**

## Questions & Feedback <sup>[5]</sup>

Feedback or Question \*

Your Name

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Your Email Address

CAPTCHA

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Controller

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**Source URL:**<https://www.cu.edu/controller/forms/recognition-reporting-rr>

### Links

[1] <https://www.cu.edu/controller/forms/recognition-reporting-rr> [2] <https://www.cu.edu/doc/form-rr-050124-submit-email-ouc-brandxlsx?download=true> [3] <https://www.cu.edu/controller/news/office-university-controller-news/april-5-2024-edition/coming-soon-new-ouc-forms> [4] <https://www.cu.edu/controller/procedures/finance-procedural-statements/finance-procedural-statement-recognition-and> [5] <https://www.cu.edu/controller/forms/questions-feedback-0>