



SELF DISCLOSURE – RECEIPT OF GIFTS OR GRATUITIES

I, _____, employed under the title of _____ at East Georgia State College, do hereby affirm that I will be responsible for self-reporting the receipt of any gifts or gratuities that I may receive through any vendor-relationships associated with my college employment. It shall be my sole responsibility to notify the Vice President for Business Affairs no later than November 30 each year, of the description and value of gifts and/or gratuities received for taxable reporting.

An apparel allowance, or the value of merchandise credit provided to certain employees that allows them to acquire apparel and goods directly from an outside vendor, is a taxable fringe benefit and must be reported. Employees who receive such apparel and goods must submit a Self-Disclosure Statement to Business Affairs annually.

This _____ day of _____ the year _____.

Signature: _____