



NON-CASH BONUS or AWARD FORM

Please complete this form and submit to payroll for any non-cash bonus or award (\$1-\$500), such as a gift card, given to an employee for exceeding expectations on a project or in the performance of their job or for exemplifying a Larimer County Guiding Principle.

Pay period end date: _____

PLEASE PRINT

Employee Full Name: _____

Employee Number: _____

Department: _____

NON-CASH BONUS or AWARD ITEM and AMOUNT (maximum amount is \$500):

Gift Certificate Amount: \$ _____

Gift Card Amount: \$ _____

Other Amount: \$ _____

Describe Other Item: _____

Reason for Bonus or Award: _____

Appointing Authority Signature

Date