

**UNIVERSITY OF SOUTH FLORIDA COLLEGE OF MEDICINE**  
**USF Physicians Group**  
**University Medical Service Association, Inc. (UMSA)**  
**USF Medical Services Support Corporation (MSSC)**

Policy and Procedures	Supersedes: 7/29/08	File Code Number:
Approvals: <b>REVISED</b> UMSA/MSSC EMC/Finance Committee: 7/22/09	Section:  Subject: <b>Giving of Gifts, Prizes or Awards to Residents, Fellows, and Medical Students</b>	
Effective Date: 7/1/09		

**PURPOSE:**

The purpose of this policy is to address the appropriateness of the use of UMSA funds to provide gifts and awards to Residents, Fellows, and Medical Students.

**POLICY:**

Gifts and awards to residents, fellows, and medical students are not ordinarily an appropriate expenditure of UMSA funds. However, all expenditures (cash or non-cash awards) paid from UMSA funds must comply with IRS regulations and USF College of Medicine and UMSA policy. USF College of Medicine Faculty Practice Plan (UMSA) funds should primarily be utilized for purposes in support of the clinical service mission of the USF College of Medicine. Other funding sources (e.g. USF Foundation funds, Research accounts, etc.) may be the appropriate, preferred source for the payment of expenses related to the educational, research and other missions of the USF College of Medicine.

All employees of the organization are required to understand and follow the procedures outlined below regarding the use of UMSA funds with respect to gifts, prizes, or awards to Residents, Fellows and Medical Students.

**PROCEDURES:**

Giving of gifts, prizes, or awards to Residents, Fellows, and Medical Students in recognition of and congratulations for their accomplishments is permitted per this policy unless this policy is suspended by the USFPG CEO. However, all cash and non-cash related gifts, prizes, and awards given to a single individual should not exceed \$600 in a calendar year. A non-cash award is an item of personal property. Gift certificates are considered cash gifts.

The Internal Revenue Service (IRS) considers the value of most prizes and awards granted to individuals to be taxable income. Prizes and awards granted are subject to federal income tax and employment tax withholding rules. Gifts, prizes, and awards granted to these individuals must be tracked for possible reporting on Form 1099 should the amount exceed \$600 within a calendar year. Should the \$600 amount be exceeded, the payment will be withheld pending a completed form W-9.

Awards may be excluded from an individual's taxable income if they are transferred to charities or governmental units or they are non-cash achievement awards. Prizes and awards of tangible property given may qualify for exclusion from taxable income as a de minimis fringe benefit (cash awards including gift certificates will never qualify).

Suggested award amounts include:

- Residents (non-employee) - \$200.00
- Fellows - \$200.00
- Medical Students - \$200.00

Any award amounts in excess of the above, not to exceed \$600, will require advance approval by the USFPG CFO, with exception to GME, their award amounts in excess of \$500.00 will require advanced approval by the USFPG CFO.

**DISTRIBUTION:**

1. USFPG/UMSA/MSSC Board of Directors (*which includes clinical department chairs*)
2. USFPG/UMSA/MSSC Finance Committee/Executive Management Committee
3. UMSA/MSSC Independent Audit Committee
4. Finance & Accounting Staff
5. Finance & Accounting Email Distribution Lists
6. Clinical Department Administrators
7. USFPG Directors
8. USF College of Medicine Administration (Business Office)

**POLICY OWNER:** This policy was developed and updated by the USFPG Department of Finance & Accounting. Any questions regarding this policy should be directed to the Department at (813) 974-2120.