



PRIZE - AWARD FORM

Name:

Permanent Address:

Social Security Number:

Amount of money/value of prize:

Detailed description of contest:

This form is to be filled out for anyone receiving a prize or award (cash or gift). When you are making payment to someone this form must be submitted to Accounts Payable with a Generic Voucher. The correct account (object code) to use is 4326.

If the prize is in the form of a gift, it is still necessary to submit this form to Accounts Payable.

This document **DOES NOT** replace the Independent Contract for services rendered. This document cannot be used to disburse scholarships. Scholarships must be processed through Student Financial Aid.