



Department of Finance  
PAYMENT OF AWARDS/PRIZES

**Instructions for use:** Please complete the form below to request an award payment to a University Faculty, Staff, Graduate or Undergraduate Student employee unrelated to an active employee position. These types of payments include awards, prizes provided to employees/students for outstanding achievement, money-saving suggestions, etc.

Type of University Member (check appropriate group):

Faculty \_\_\_\_\_ Staff \_\_\_\_\_ Graduate Student \_\_\_\_\_ Undergraduate Student \_\_\_\_\_

Employee ID \_\_\_\_\_ University ID \_\_\_\_\_ (Undergraduate Students ONLY)

Name \_\_\_\_\_

Division/Department Number \_\_\_\_\_ Department Name \_\_\_\_\_

Account number*** _____	Amount _____
	(not to exceed \$1000)
Award Program/Comment for payment: _____	
Departmental contact for pick up when ready - name/number _____	

\*\*\*For individuals not paid in this calendar year, please use an account sub code 287X, otherwise please use an account sub code between 1000-1899

- Payments paid will be issued in separate live check - direct deposit not available.
- State and Federal tax will not be withheld but are subject to taxation. Dollars paid through payroll will be included to the University Members YTD Taxable Gross.
- FICA will not be withheld on dollars paid but are subject to FICA which will self adjust with the following payment made to the University staff or student member paid through payroll.
- Internationals who are Non Resident Aliens for tax purposes are taxed at 30%
- No Deductions are taken
- Payments over \$1000 **MUST BE** submitted on a 211/220 form

_____	_____	_____
Recommending Officer	Date	Please Print Name

_____	_____	_____
Recommending Officer	Date	Please Print Name

	<b>APPROVALS</b>	<b>DATE</b>
Finance	_____	_____
Payroll	_____	_____
ORPA	_____	_____
(ledger 5 accounts)		

**Routing form:** Once complete, forward to Payroll for processing,. All Ledger 5 accounts **MUST** be signed off by ORPA prior to forwarding to Finance. For non-employees or employees not being paid in this current calendar year, Payroll will distribute to Accounts Payable for processing