

Prepared by:	Phone:	<input type="radio"/> Call when ready OR <input type="radio"/> Mail to recipient	_____ Tax Accountant Approval (Payroll) _____ BSC Procurement attached to Req
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Reminders: Employment related awards MUST be processed on an HRM-8 through the payroll office. Any award for a registered student (recognition award, incentive prize, etc.), should be processed on the "Departmental Scholarship Authorization for Payment Form" through the Student Financial Aid and Scholarship Office.

Check the category that best describes the intended purpose of this award:

- Recognition of special achievement, skill, knowledge, or renown in a certain field.
- Prize won in a contest.
- Scholarship for to assist with educational expenses for non- University students. Awards in this category are meant to aid an individual in study, training, or research.

Account Number	Amount of the Award:	Name of the Account:	Department Issuing Award:

By my electronic approval of this requisition, I hereby certify: 1) that this payment on the above-named account for an award, prize, or scholarship to the above-named individual does NOT represent wages (compensation) for past, present, or future services rendered to

Name of account holder:

Signature of Account Holder: