

[Awards and Prizes](#)

Prizes for random drawings or contests for students and employees as well as non-employees may be processed through Accounts Payable; however, payments to employees must be reported to HR for tax purposes. All other types of prizes or awards to students must be processed through Financial Aid and employee prizes or awards must be processed through HR. Except for random drawings, awards and prizes require full details and documentation to support the issuance of the award and determining factors as to the recipient.

Purchase Order #	<hr/>		
Banner ID Number (if known)	<hr/>		
Payee's SSN Number if Banner ID is not known: (for tax reporting purposes)	<hr/>		
Payee's Name:	<hr/>		
Payee's Address:	<hr/>		
	<hr/> Street Address <hr/>		
	<hr/> City	<hr/> State	<hr/> Zip code
Phone number and/or email address	<hr/>		
Business Purpose/Justification:	<hr/>		
(Detailed description. Do not use acronyms.)	<hr/>		
	<hr/>		
	<hr/>		
	<hr/>		
Total Amount:	<hr/> Index/Account <hr/>		
Department Contact:	<hr/>		
	Name	Phone Number	
Requestor Signature:	<hr/>		
	Signature	Printed Name/Title	Date
Fiscal Administrator Signature:	<hr/>		
	Signature	Printed Name/Title	Date
Dean or Designee Signature: (Required for amounts exceeding \$2,000)	<hr/>		
	Signature	Printed Name/Title	Date

VCU issues a 1099-MISC form for cumulative payments of \$600 or more in a calendar year.

Payments that require special handling must be submitted to your business office 5 business days in advance of payment needs.

Questions regarding application of these guidelines may be directed to Accounts Payable at 828-3409.