

[Awards and Prizes](#)

Prizes for random drawings or contests for students and non-employees may be processed through Accounts Payable.

All other types of prizes or awards to students must be processed through Financial Aid. Employee prizes or awards must be processed through HR for tax reporting purposes. This form must be forwarded to VCU Payroll Services (P.O. Box 842511) for processing.

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 # _____

Banner ID Number
(if known) _____

Payee's SSN Number if
Banner ID is not known:
(for tax reporting
purposes) _____

Payee's Name: _____

Payee's Address: _____
Street Address

City State Zip code

Phone number and/or
email address _____

Business
Purpose/Justification: _____

(Detailed description.
Do not use acronyms.) _____

Total Amount: _____ Index/Account

Department Contact: _____
Name Phone Number

Requestor Signature: _____
Signature Printed Name/Title Date

Fiscal Administrator
Signature: _____
Signature Printed Name/Title Date

Dean or Designee
Signature:
(Required for amounts
exceeding \$2,000) _____
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 828-1077.