

Student Award/Prize Form

This form must be completed and attached to any Pcard purchases for the purpose of student awards and prizes.

Name of Event: _____

Date of Award/Prize: _____

Purpose/Justification of Event: _____

Item Description: _____

Serial# (if applicable): _____

P-Card Transaction ID#: S _____ \$ _____

If cash prize, indicate amount: \$ _____

Recipient's Name: _____

Recipient's Student ID#: F _____

Contact Information of Recipient:

Address: _____

Phone: _____

Recipient's Signature: _____

Event Representative's Signature: _____

Date: _____

Distribution:

Original: Send to Procurement with copy of P-Card receipt & hospitality form
Copy: Scan with P-Card receipt & hospitality form