University of Vermont
Student Prize Certification Form

INSTRUCTIONS - Visit www.uvm.edu/sfs/paymentstostudents for detailed instructions and additional information

- Use this form to verify that a payment to a student is a prize in accordance with the University Payments to Students policy when employment status is not a factor or unknown.
- If prize is specifically for a student-employee based on his/her employment status, refer to the University Awards, Prizes and Winnings Policy for reporting requirements and procedures, do not complete this form.
- If requesting a check payment, complete and submit this form to the Disbursement Center with a Check Request Form.
- If applicable, attach a copy of this form to any journal entries associated with prize payment and/or to the Disbursement Center Payment Acknowledgement Form.
- If payment/award is a scholarship, do not submit this form. Request/report scholarship payments at www.uvm.edu/sfs/paymentstostudents.

PART I
1. Was prize awarded as a result of a judged competition, random drawing or give-a-way? □ YES □ NO
   IF NO, STOP. Payment is a scholarship – visit www.uvm.edu/sfs/paymentstostudents to request/report payment.

2. Was the competition/drawing/give-a-way open to non-students in addition to students? □ YES □ NO
   IF NO, STOP. Payment is a scholarship – visit www.uvm.edu/sfs/paymentstostudents to request/report payment.

3. Is the prize specifically for a student-employee based on his/her employment status? □ YES □ NO
   IF YES, STOP. Payment should be reported/processed through Human Resource Services.
   Refer to the University Policy on Awards, Prizes & Winnings for detailed reporting instructions.

PART II

<table>
<thead>
<tr>
<th>Student’s Name (Last, First)</th>
<th>Prize Type</th>
<th>Prize Payment Method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>□ Cash/Check □ Gift Card □ Tangible Item □ Other</td>
<td></td>
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<tr>
<td></td>
<td>□ Check Request (attached)</td>
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<td>□ PurCard Journal – Journal ID:________________</td>
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<td>□ Journal Entry – Journal ID:__________________</td>
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<td>□ Other – Please explain:______________________</td>
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</tbody>
</table>

Part III – Certification
I have reviewed and this request complies with the University’s Policies on Awards, Prizes & Winnings and Payments to Students. The information reported above is true and accurate to the best of my knowledge.

Name of Requesting Department
Name of Requester

Requester’s Phone Number
Requester’s E-mail Address

Authorized Signature
Date

Additional information and instructions available at www.uvm.edu/sfs/paymentstostudents
Disbursement Center ● Student Financial Services