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 <u>with a Check Request Form</u>.
- 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

Student's Name (Last, First)	
Prize Type	☐ Cash/Check ☐ Gift Card ☐ Tangible Item ☐ Other
Prize Payment Method	☐ Check Request (attached) ☐ PurCard Journal – Journal ID:_____ ☐ Journal Entry – Journal ID:_____ ☐ Other – Please explain:_____

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