

Purpose of this Form: To report a prize/award for a non-employee. A prize/award is defined as a form of payment (cash or non-cash) given to an individual for certain achievements or as a result of chance, which is considered taxable income to the payee if the payee has a U.S. tax obligation. Examples of prizes/awards include classroom competition, prize rewarding outstanding performance, random door prizes, survey participant or recognition of achievement.

Do not use this form if the prize/award is for an employee and student employee. Complete an [Activity Pay and One Time Payment Form \[pdf\]](#) for current employees to provide a cash prize/award or complete an [Employee Gift Processing Form \[pdf\]](#) to provide a noncash prize/award or gift card.

Note: A copy of prize/award documentation must be attached to this form, otherwise it will not be processed. **ALL PAYMENTS WILL BE SENT DIRECTLY TO THE RECIPIENT. CMU will issue the recipient's payment via Electronic Funds Transfer (EFT). The recipient must provide their banking information by submitting a completed [Accounts Payable Supplier Electronic Funds Transfer Form \[pdf\]](#).**

Recipient Information

Recipient's Name: _____ Taxpayer ID: _____
 Andrew ID: _____ Ledger: _____ Type of Prize/Award: _____
 Address Line 1: _____ Prize/Award Amount: _____
 Address Line 2: _____ How was the non-cash prize/award purchased? _____
 City, State, Zip: _____ Contact Phone Number: _____
 Reason/description of prize/award purchase: _____

Note: If the prize/award was purchased using a university purchasing card, scan and attach a copy of this completed form to the procurement card verification report (PRC). If the prize/award was purchased with personal funds, attach a copy of this completed form to the expense report (ER).

Citizenship Information

Is the prize/award recipient a U.S. citizen or US Taxing Resident? _____

If YES, a Form W-9 must be attached.

If **NO** and the recipient is residing in the U.S. or has a U.S. tax obligation, the [Foreign National Information Form \[pdf\]](#) & [Form W-8BEN \[pdf\]](#) must be submitted with this request.

If **NO** and the recipient is residing in an International Location with no US tax obligation, the Foreign National Information Form & Form W-8BEN are not required.

Have you (the requestor) reviewed the university's [FCPA Guidance](#)? _____

Describe any FCPA related concerns with the provided prize/award:

Accounting Information

Currency	GL Amount	Object Code	Funding	Function	Activity	Organization	Entity
		85918					

Currency	GM Amount*	Project	Task	Award	Expenditure Type (Text)	Organization (Text)
					Student programs - other	

*Sponsored Projects Accounting (SPA) signature is required if charging to a sponsored (1XXXXXX) award.

SPA Approver **Signature**
Signature of Preparer (This individual will be contacted regarding any questions on the form.)

Preparer **Signature**

Title **Phone Number**
Administrative Leadership Group (ALG) Authorization

ALG Approver **Signature***

*Note: For Accounts Payable processing purposes, once the ALG Approver signature field is completed, the form will lock and no longer be editable.

Submit completed form to Accounts Payable at ap-payform@andrew.cmu.edu.

I confirm by checking this box that the contact information provided for the recipient on this form is [known good supplier information](#).