

## Vanderbilt University Disbursement Services

Main Number: (615) 343-6608 Fax Number - (615) 343-7483  
 Location: 1110 Baker Building, 110 21st Avenue South, Nashville, TN 37203  
 Mailing Address: Box 1810 Station B, Nashville, TN 37235

Cash Prizes: To be attached to the Check Request  
 Non-cash prizes: To be sent to University Payroll Office  
**See Policies and Procedures described below**

Is the recipient an employee (full or part-time) of Vanderbilt University? \_\_\_ Yes \_\_\_ No  
*Note: Student employees are **not** considered employees for this attachment.*

Is the Prize Information Form for a Cash or Non-Cash prize? \_\_\_ Cash \_\_\_ Non-Cash

\_\_\_\_\_  
*Recipient Name* *Social Security Number* *Date*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*City* *State* *Zip + 4*

Describe what the prize is for: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Debit The Following  
 c

Sub Ledger (if required)

64080    \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    \_\_\_\_\_    \$ \_\_\_\_\_ . \_\_\_\_\_

64080    \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    \_\_\_\_\_    \$ \_\_\_\_\_ . \_\_\_\_\_

64080    \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    \_\_\_\_\_    \$ \_\_\_\_\_ . \_\_\_\_\_

Requested By: \_\_\_\_\_ Approved by: \_\_\_\_\_  
 Department Approval: \_\_\_\_\_ Approved by: \_\_\_\_\_

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## PRIZE INFORMATION FORM POLICIES AND PROCEDURES

### Policy:

- The names, addresses and Social Security Numbers of all prize recipients, employee and non-employee, must be attached to the check request for each recipient that is receiving a prize.

### Definitions:

- **Prizes** represent cash and non-cash (i.e. platters, rings, jackets, crystal bowls, etc.) awards conferred to an individual in recognition of religious, charitable, scientific, educational, artistic, literary or civic achievements.
- Employees are individuals who work for the University either full or part-time. Student employees are not considered University employees under this classification.

### Procedures:

- Complete Check Request: The check request for cash prizes should be completed in accordance with check request procedures. Call Disbursement Services (2-7597) or Financial Management (2-2301) for additional information.
- Cash prizes: The *Prize Information Form* must be completed and attached to the check request that is sent to Accounting or Financial Management before the check can be issued from University funds.
- Non-Cash Prizes: For non-cash prizes whose value equals or exceeds \$100, a *Prize Information Form* must be completed for each recipient and sent to the Payroll Office shortly after the prizes are conferred. A copy of the invoice should be attached and sent with the prize form. To determine if a prize's value exceeds \$100, divide the total invoice cost for the prizes by the number of recipients.
- This *Prize Information Form* should not be used for:
  - A check request for dinners, entertainment, decorations and other such purposes that are for the communication of the prize.
  - Non-cash prizes whose value per recipient is less than \$100.