

Prize and Award Cash Payments Form

Cash compensation includes cash, gift cards, and stored value cards.

Recipient's Name: _____

Payment Date: _____

Amount Received: \$ _____

Is the Recipient a Northwestern University employee? YES ____ NO ____

Recipient's Signature: _____

I certify to the following:

- The recipient information is accurate.
- The amount I received from this prize, award, gift or scholarship plus my participation in Northwestern University research studies (if applicable) does not exceed \$100 (not including travel reimbursements) for this calendar year.

Authorizing Personnel: _____

Responsible Administrator's Printed Name

Responsible Administrator's Signature

Complete the Following Section for Petty Cash Transactions

PETTY CASH – PAY OUT FORM Date: _____ Ext. No. _____

Explanation of Items

FUND	DEPT ID	PROJECT ID	ACTIVITY	ACCOUNT	TOTAL

CERTIFICATION

I certify that this accounting is correct and that I have paid the amounts listed above.

NU Employee / Authorized Personnel

APPROVAL

I certify that these expenses were incurred for University-related activities and approve them as proper charges to University accounts.

Dean or Supervisor