

Student Prize Form

Event Information:

Name of Program or Event: _____ Date: _____

Desired Goals/Outcomes: _____

Program/Event Coordinator: _____

Award/Prize Information:

Item Description: _____ Cost: _____

Serial # (if applicable): _____

Transaction ID: _____

Date of Purchase: _____

Recipient's Information:

Name: _____ ID# _____

Address: _____

Phone: _____

Signatures:

Program/Event Coordinator _____ Date _____

Recipient _____ Date _____

PCard Administrator _____ Date _____

*This form must be completed to document the purchase and distribution of any student prizes.
Send the original signed form to Procurement for PCard Administrator's Signature.
A signed copy will be returned to the event representative and must be scanned with the PCard Receipt.*

April 2023