

Student Prizes & Awards

Hovering over the above *Student Prizes & Awards* link takes you to the Business Office website that explains in detail the Student Prizes & Awards Payment process. Please follow those instructions to complete a payment request.

To submit your Payment Request to the Business Office, complete the following steps:

- 1. Create one PDF of all required documents:
 - Cover Sheet
 - Check Request Form
 - Prize or Award Letter
- 2. Save the PDF according to the Naming Convention as follows:

PayeeUNI_PaymentType-Number_SubmitDateYYYYMMDD

Examples:

1 - Anna Zolto, Student Prize Number 1 submitted March 18, 2020

Naming Convention: AZ1101 StudentPrize-01 20200318

2- Anna Zolto, Student Award Number 2 submitted March 18, 2020

Naming Convention: AZ1101 StudentAward-02 20200318

3. Place the PDF in the folder of the department on the G: drive under PaymentRequests. *Examples:*

G: BUSINESS PaymentRequests/5502103 Admissions

G: BUSINESS_PaymentRequests/5560103_Ctr Sabin Climate Change Law

- 4. Don't worry about notifying the Business Office. We are monitoring activities in all folders and will get to all requests ASAP.
- 5. The Business Office Team will pick up the payment request from the PaymentRequests folder. Any submitted requests that are no longer in a PaymentRequests folder are making their way through the payment process. The BO Team will be in touch by email with questions.
- 6. Thank you!