

## [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!