

# PRIZE FORM

sponsored a

\_\_\_\_\_

(Name of Organization)

\_\_\_\_\_

(Name of Activity)

on \_\_\_\_\_

(Date)

NOTE: Students may be subject to reduced financial aid if they accept an Awards and Prize or Gift for appreciation or recognition from a college, school, department, office or other unit of the University. Be sure to check with the recipient prior to making the award distribution to see if there will be any change for them.

Recipients are listed below. An IRS W-9 Form is required for all cash/check payments of any value. The W-9 form can be located online: <https://www.irs.gov/pub/irs-pdf/fw9.pdf>

International students may be required to complete information on the Tax Department's Glacier Reporting System. In these cases the checks will be issued directly from Purdue Accounts Payable not BOSO.

Tangible awards require IRS Form W-9 if the award is \$101.00 or more in value.

Awards and Prizes of \$2,501.00 or more must be routed to the University Comptroller for approval.

	Name(s) of Individual or Team (Please Print)	IRS Form W-9	SS# - Required for all Student/ Employees receiving a tangible item less than \$100.00	Dollar Amount
1		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
2		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
3		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
4		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
5		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
6		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
7		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
8		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
9		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
10		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
11		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
12		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
13		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
14		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		
15		Rec'd <input type="checkbox"/> Yes <input type="checkbox"/> No		

***An Activity Form must be filed and approved at least two weeks prior to the event on BoilerLink.***

1. Complete this form and attach it to the payment request made payable to the recipient on COOL.
2. The completed IRS Form W-9 should be personally delivered or mailed to BOSO in Krach Room 365.