

Honors Awards

Requests for small cash awards should be submitted to Donna in the Accounts Payable Office using the Payment Requisition Form (available in the Accounts Payable Office). The form must be completed with the student's name (and ID number if it is a common name), description of the award (i.e. – Sequel 1st Place) and amount to be paid. The completed form must be approved by the Academic Dean.

Please keep in mind that payments will be coded as 1099 reportable. Students with reportable payments of \$600 or more for the calendar year will receive a 1099.

All requests for Honors Awards must be received in the Accounts Payable Office by April 1.