

**Gaylord College
Award Request Form**

Prizes, incentives and awards are taxable to the recipient and are reportable to the IRS by the University.
Prizes, incentives and awards to non-OU employees must be paid through Financial Services.
OU employees will be paid through the University payroll system on the next available paycheck.

Non-OU employees must complete a federal W-9 form in addition to this form.

***Recipient Name:** _____
Peoplesoft Empl ID: _____
Sooner ID: _____
Street Address: _____
City, State, Zip Code: _____
Country of Citizenship: _____

Amount Awarded: _____

Description of award (name, how it was advertised, who was eligible, etc)

Recipient signature/date

Requestor signature/date

Dean's Office approval/date

* Provide your name exactly as it appears on your social security card