**UNIVERSITY OF NEVADA LAS VEGAS**

**REQUEST FOR AWARD CHECK**

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| **Recipient Name**  **(One name per form. Please use legal name.)** | Click here to enter text. |
| **Recipient Employee Type** | Choose an item. |
| **Employee Number**  **If the recipient is NOT an employee, please attach form W-9 or W-8BEN.** | Click here to enter text. |
| **Name of Award or Reason for Award** | Click here to enter text. |
| **Amount of Award** | Click here to enter text. |

Tax will be deducted from the award. Do you want the check amount increased (grossed up) so that the net amount on the check is equal to the award after taxes? Please select: **Yes**  **No**

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| **Date Check is Needed**  **Please note, this form should be submitted one month prior to the check due date if the recipient is known.** | Click here to enter a date. |
| **Account Number(s)**  **State funds cannot be used for awards.** | Click here to enter text |

**Approval Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_**

An actual signature of appointing authority or individual with signature authority is required.

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| **Printed Name** | Click here to enter text. |

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If the recipient is an employee, Payroll will issue the award check. If the recipient is a student who is not already employed by the university, Accounts Payable will issue the award check and deliver to Payroll. Payroll will notify the contact listed below when the check is ready to be picked up.

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| **Contact Name for Check Pick-Up** | Click here to enter text. |
| **Contact Phone Number** | Click here to enter text. |

**2012**