UNIVERSITY OF
South Carolina

Controller's Office
Prizes and Awards Form

Use this form only for prizes or awards paid directly to a supplier by check or ACH. All other prizes or awards, including gift cards, should be purchased through the university's card programs.

Legal Name: _____

Mailing Address Line 1: _____

Mailing Address Line 2: _____

City, State & Postal Code: _____

PeopleSoft Supplier ID: _____

Amount: _____

Description of Payment: (This should include the date and event information)

Department Contact
(Name, Email, Phone): _____

Department Head
Approval Signature: _____ Date: _____

See Payment Request Instructions for how to complete in PeopleSoft.