

Southwestern University

Student Award/Gift Form (non-scholarship)

Please submit a completed copy of this form to the Office of the Dean of the Faculty (jeanb@southwestern.edu) for the purchase of awards/gifts associated with department/program achievement awards and honors. These purchases should be funded through the Student Award/Gift Account and should not be in the form of cash or cash equivalents, such as gift cards. The tangible property awarded should be valued at no more than \$75.00 per award. (**Note:** Awards funded through an account dedicated for a specific achievement award should follow the M.O.U./guidelines set forth when the fund was established.)

Student Recipient's Name: _____

Student ID Number: _____

Name of Award: _____

Department/Program Presenting Award: _____

Date of Award Presentation: _____

Value of tangible property awarded: _____

Description of item(s) awarded (e.g., plaque, book):

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Prepared By: _____

Date: _____

Account #: _____

(Use 11-3065-54555-00000 if charging to the Student Award/Gift account administered by the DOF. Otherwise, include the appropriate account number and name of the account established specifically for this award. **Please make purchases with your corporate card and use the account number entered above when coding this charge into Concur.**)

Has the student submitted a completed W-9 to you (or previously to the Business Office)?

YES / NO

DOF Approval: _____

Date: _____