

\_\_\_\_\_ <sup>1</sup>. State-appropriated funds may not be used for these purposes.

The award must be entered into Workday by the employee's home department as a one-time payment and attach this form\*

Recipient Name  
Employee Type  
Employee ID Number  
Name of or Reason for Award  
Amount of Award  
Unit, Cost Center, Worktags to be charged  
(UNLV41; CC:XXXX; PG:XXXXXXX)  
State funds cannot be used for awards.

Office of Sponsored Programs approval signature (required only for grant accounts)	
Office of Sponsored Programs approver printed name	

Taxes will be deducted from the award. Do you want the gross check amount increased so that the net/after tax amount on the check is equal to the amount requested? Please select:  
Yes                      No

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

Printed Name	
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\* For assistance with the Workday transaction, contact Temp Hire & HCM Support 895-3504.

<sup>1</sup> This also applies to students employees receiving an award based on their employment relationship. NOTE: Contact the Office of Financial Aid and Scholarships at 702-895-3424 for guidance on student-based awards such as competitions or scholarships.