



Prize Request Form

When Using a PCard for Purchase of Prizes

Department Requesting: _____ Verification #: _____

Date Disbursed (if date range, include beginning and ending dates): _____

Name of PCard Cardholder: _____

Purpose of Prize Purchase with Description and Values of Prizes:

Total Value of Prizes: _____

By signing this form, I am certifying that I will provide the eProcurement Office with the following information related to the purchase within the required dates for documentation of PCard Purchases for a given cutoff period.

- Completed Signed Log Sheet (ALL required information must be filled out)
- Receipt of purchase of Prizes
- A copy of this approved form
- If your study will be anonymous for IRB purposes, please indicate by checking box. The Approval Letter from the IRB must be included with the request.

Requester: _____ Date: _____

Approved By: _____ Date: _____

(Signature of eProcurement Personnel)

Business Services Revised 8/2024