

# Colby College Departmental Prize Form

**Prize Name:** \_\_\_\_\_

## Recipient 1

Full Name: \_\_\_\_\_ ID # \_\_\_\_\_

Amount: \_\_\_\_\_

Cost Center (or applicable Gift): \_\_\_\_\_

Spend Category: Prizes and Awards

## Recipient 2

Full Name: \_\_\_\_\_ ID # \_\_\_\_\_

Amount: \_\_\_\_\_

Cost Center (or applicable Gift): \_\_\_\_\_

Spend Category: Prizes and Awards

## Recipient 3

Full Name: \_\_\_\_\_ ID # \_\_\_\_\_

Amount: \_\_\_\_\_

Cost Center (or applicable Gift): \_\_\_\_\_

Spend Category: Prizes and Awards

**Date Recipients will be notified of the Prize:** \_\_\_\_\_

**If subject to tax withholdings, would you like the payment amount grossed up?** \_\_\_\_\_

**Requester Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Please complete this form and return it to Dawn Genest and Jessie Parsons  
(via email: [accountspayable@colby.edu](mailto:accountspayable@colby.edu))**

*All prizes will be paid by direct deposit at the end of the Spring Term following Commencement.*

*Please be sure to notify all students receiving a cash prize that their payment may be considered a taxable event.*

Student Prizes should be capped at \$200. Once this form is returned to the Office of Financial Services, that office will coordinate the preparation of the prize payment by direct deposit to the recipient. This should occur prior to the last day of classes. The awarding department will be responsible for preparing any prize certificate(s).