

**TO:**

**FROM:**

**THRU:**

(for department signature approval)

**THRU:**

(for grant payments only)

**DATE:**

**SUBJECT:**

**AWARD PAYMENT (EC700)**

Gifts or awards to employees for staff appreciation, longevity awards, community service recognition, etc.  
Any cash incentives given to employees that directly relate to their job duties should be submitted as a bonus.

*NOTE: Charging awards to restricted funds is not usually permitted.*

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**Employee Name:**

**Employee ID#:**

**Employee TKL:**

**Amount:**

**Employee Eclass:**

**Fund/Org to Charge:**

**Reason for Award** (attach additional sheets as needed)

Will be processed in the next available payroll run based on when the completed request has been received by the UAF Human Resource Payroll office.