



UNIVERSITY OF GEORGIA
FOUNDATION

**Award for Non Employees
Information Sheet**

1. UGA Foundation Check Request Number
2. Payee
Address
3. a. UGAF Assigned Vendor #
b. Check one: US Citizen Permanent Resident Alien
c. Has the Individual been employed by UGA within the last 24 months? Yes No
*If yes, please consult UGAF Expenditure Office before proceeding as payment may need to be made through UGA Payroll.
4. UGAID Number (810):
5. Award Amount
Name of Award
6. Award Term/Date
7. Description of Award Parameters
8. Signature _____ Date _____
signature not required if invoice is attached

The above services were purchased in accordance with provisions of the UGA Foundation Policies and Procedures.

9. Signature _____ Date _____
Approved for Payment



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Instructions for Completing an
Award to Non Employee Information Sheet

1. Enter the number shown in the top left hand corner of the University of Georgia Foundation Check Request form to which the information sheet is to be attached.
2. Enter the name of the payee and the complete mailing address including ZIP Code.
3.
 - a. Enter the UGAF Assigned Vendor #. New vendors not in the UGAF database will need to be setup prior to payment.
 - b. Check the individual's applicable citizenship. Permanent Resident is a green card holder. If the payment is to a non resident alien, please complete the appropriate non resident alien payment forms.
 - c. For payments to current or recent UGA Employees, please consult with the UGAF Expenditure Control office. This form is only to be utilized when paying individuals that have not been employed or are currently employed by UGA. This includes awards to student employees.
4. For award requests, enter the UGAID number (810) for recipient. *All awards to UGA students are considered financial aid and will be reported to the Office of Student Financial Aid.
5. Enter the amount and name of the non employee award.
6. Please enter the date/term of the award.
7. Enter a clear, concise description of the award as well as the parameters used to determine the recipient along with a justification of why the payment should be made directly to the student. Can be attached as a separate document as needed.
8. Have payee sign form unless a separate letterhead invoice is attached.
9. Person initiating payment request should sign here.