CCAS Process for Prizes and Awards

1. Awards are payments made to students in recognition of an accomplishment or to assist them in further research opportunities.
2. International payments are payments to non-US bank accounts and/or when payment is in international currency.
3. Recipient Award Letter or Memo: Should include: 1) award name & brief description and 2) brief explanation of how award/prize winner was determined. The award letter is the letter provided to the recipient. A memo is an internal document that is created in order to provide the required information.
4. TM email: endowmentadmin@email.gwu.edu
5. If paying from C Fund, keep in mind year-end closing deadlines!
6. If payment forms are missing essential forms or critical information, CCAS Finance or AP will ask the Dept to correct and resubmit.

Notes:

- For Departmental Funds: Run the 255 AP Invoice Inquiry Report in EAS.
- For Endowment Funds: Reach out to CCAS Finance to check the status.

For more information, please see Section 2 of the CCAS Staff Manual and Resource Guide.