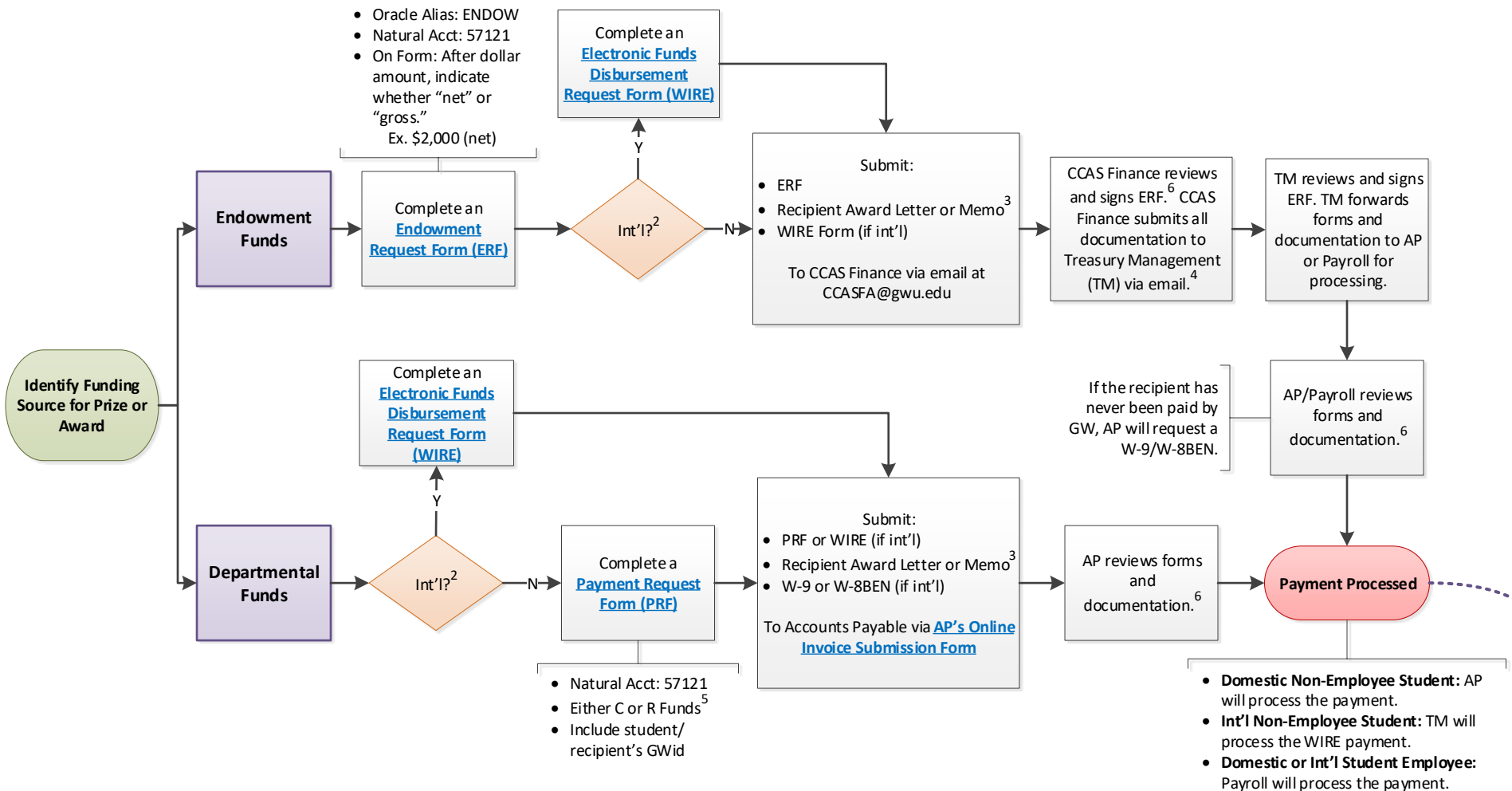


CCAS Process for Prizes and Awards ¹



Notes:

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.

Confirming Payment Status

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