**UNIVERSITY OF EXETER**

**AWARD OF A PRIZE**

|  |  |
| --- | --- |
| Faculty (or delegated School)/Department/University Unit: |  |
| Contact person (who is filling out this form/who should be contacted for queries): |  |

|  |  |
| --- | --- |
| **Prize name:** |  |
| Donated by: |  |
| Amount of prize |  |
| General prize details: |  |
| Current fund value: |  |
| Account code/ location of funds |  |

|  |  |
| --- | --- |
| **Prize-winner:**  (full name) |  |
| Student ID number: |  |
| Academic programme  and year of student: |  |
| Reasons for award: |  |
| Brief details about the student (which may be of interest to donor): |  |

|  |  |
| --- | --- |
| **Method of payment:**  (cheque / transfer) |  |
| Where should payment be sent? |  |
| Who will inform the  prize-winner? |  |

|  |  |
| --- | --- |
| Who will contact the donor for payment and/or with details of winner? |  |

***AWARD OF PRIZE***

|  |  |  |
| --- | --- | --- |
| Faculty Pro-Vice Chancellor and Executive Dean (or Associate Pro Vice Chancellor (Education) as nominee) | Name: | Date: |

*OR:*

|  |  |  |
| --- | --- | --- |
| Board of Studies Chair: (as appropriate, i.e., for partnership programmes) | Name: | Date: |

***AUTHORISATION FOR PAYMENT***

|  |  |  |
| --- | --- | --- |
| Authorised signatory | Name: | Date: |
| Account code | Name: | Date: |

***CHECKLIST FOR ALL:***

|  |  |
| --- | --- |
| Completed form sent to Accounts Payable |  |
| Exams Team informed (for transcript) |  |
| Donor informed or donor relations officer in Global Advancement informed |  |

Reviewed April 2023