CAL STATE EAST BAY

Office of Research and Sponsored Programs
Award/Prize Distribution Form

INSTRUCTIONS: Please ensure advance approvals for Awards/Prizes have been obtained. You may use the "Award/ Prize Summary & Pre-Approval Form". If value exceeds $50 per recipient, Divisional VP (or President) approval is needed in advance. If needed, you may use this Award/Prize distribution form (recipient signatures may be obtained via AdobeSign). Attach documents to a hospitality form to be completed and submitted with payment requests or with PCard reports. Please reference the campus hospitality policy: https://www.csueastbay.edu/accounting-fiscal/files/docs/ap/hospitality-policy.pdf

*NOTE: Do NOT use this for cash equivalent research incentive payments. Please follow the guidance for research incentive payments here: https://www.csueastbay.edu/orsp/files/docs/policy/orsp-research-incentives-guidance.pdf

Principal Investigator's Name: _____

Project Name: _____

Description/Purpose of Award/Prize: _____

DATE	RECIPIENT NAME	VALUE	SIGNATURE
		Total:	