

Payment Request Memo - Award

NRA Notice: If you are a Non-Resident Alien (non-US citizen), please contact the Poole College of Management office of business services as soon as possible so that we can make sure you are eligible for reimbursement and to see if there will be other taxes involved. Send an email to pcom_support@ncsu.edu and reference the Career Center Stipend Award.

Fill out all fields which are blue

Recipient's First Name: Please use legal name as it appears in MyPack Portal (<https://studentservices.ncsu.edu/resources/personal-information-and-privacy/preferred-or-non-legal-name/>)

Recipient's Last Name: Please use legal name as it appears in MyPack Portal (<https://studentservices.ncsu.edu/resources/personal-information-and-privacy/preferred-or-non-legal-name/>)

Recipient's Remittance Address: The address in MyPack Portal **must** match the address stated on the form. Click [here](#) for instructions on how to add or update an address for students. This cannot be done by the college, only the students can update their remit information.

Amount of Award. Enter total amount paid for conference registration and/or membership fees as detailed in your purchase receipts. This amount cannot exceed \$350.

ALL information on the form must match what's in the financial and HR system in order to receive payment.

NRA Notice: *If recipient is a Non-Resident Alien, contact HR/IET to approve the NRA **before** entering the voucher into the system.*

Instructions: Complete all fields. Set up a voucher using the following information:

Vendor: Search for vendor. Create new vendor, if necessary.

Category ID: Employee awards use NA01. All other use 888SP.

Pay Terms: Now

Handling: NH/Normal Handling or PU/Pick-up

Voucher Attachments: Attach this form to the voucher

Date of Request / Invoice Date:

Department/College: Poole College of Management

Contact Name:

Exactly as it shows in Student Homepage in MyPack Portal

Contact Email or Phone#:

When is the Award Needed?

Are you requesting an Express Check? No

Justification for Express Check:

Invoice Number Format (Last Name - Month/Year)

Project: 669819

Account Code: 56590 Educational Awards

Full Legal Name of Recipient:

Award Period:

Up to \$350 for diversity conference registration fees

Name & Description of Award:

Remittance Address of Participant

Payments made via check to an international address must be sent to the recipient via courier. The contact will be called when the check is ready for pickup. The department is responsible for all courier charges. Address has to be exactly as it is on Student Homepage in MyPack Portal

Wire transfer is the preferred method of payment to foreign individuals. Contact AP for more details regarding wire payments.

Enter supplemental information below.

Dept./College Approval Signature

***At least one approval signature is required from an employee with financial oversight.

Enter Approver's Name

Secondary Dept./College Signature

*Optional

Enter Approver's Name