



University of Kentucky
Payments on Behalf of Students (PBS)

Department Name _____
 Department Contact: _____ Dept. Phone#: _____

Student Name	Student ID	Amount	Currently Pursuing a Degree at UK (Y or N)	PRD Document Number	Student's Initials * (if required)

NOTE: This form may be completed for awards/prizes to multiple students if the answers to all questions below are the same for each student listed above. If answers below are not the same a separate form will need to be completed for each student.

Is this payment a result of the student(s) being selected to receive an award under the University of Kentucky Student Awards Policy? (See Business Procedure E-7-11)

If yes, name of the award: _____

Award reference code (required if \$50 or more): _____

Please indicate the calendar year and term for this payment. _____

Is this a payment for educational fees/costs required by a course(s) that will count towards the student's University of Kentucky degree?

If yes, please itemize additional/special costs required by this course that are not already included in the tuition charged to the student as part of the registration process.

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Is this payment a prize awarded to the student for winning a competition that is not related to education or scholastic efforts?

If yes, indicate the name of competition or _____

Check 1, 2 or 3 below and the statements under the statement you selected. Attach original receipts to document the expenses when appropriate.

- The primary purpose of funds on this SPV is for the benefit of the student:**
 - The funds were solicited by the student.
 - The funds are for expenses directly related to research initiated and conducted by the student for his/her own research project, thesis, dissertation, etc.
 - The funds are to pay for supplies, equipment, etc. related to the student's own research.
 - The funds are to pay for non-conference/workshop travel related to the student's own research project, thesis, dissertation, etc..
 - The funds are to defray/reimburse the student's travel to attend a conference/workshop for educational purposes related to the student's own study and the student will not or has not provided any service or contribution to the conference/workshop on behalf of the University.
 - The funds are from a grant specifically for the purpose of enriching the student's education and training (e.g., training grants).
- The primary purpose of funds on the SPV is for the benefit of the University: (Check the *one* statement that most accurately describes the nature of this payment.)**
 - The funds are to defray/reimburse authorized personal student expenses for participation in a University of Kentucky function (e.g., expenses associated with participation in a university organization such as the Wildcat Marching Band, Concert Band, Opera, etc.)
 - The funds are for expenses incurred or to be incurred by the student and are necessary to further a research project or otherwise **to fulfill the University's obligations under a contract or grant.**
 - The funds are for expenses incurred or to be incurred by the student to attend a conference/event at which the student is officially representing the University **at the request of a department.**
 - The funds are for expenses incurred or to be incurred by the student to attend an academic conference to present his/her own research paper **on behalf of the University.**
- Other:** The reimbursement to the student is for other types of expense. List each type.

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* Student Initials are required when cash or cash equivalent (ie: gift cards) are awarded.



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Payments on Behalf of Students

This form is to be used for Payments made by PRD

Provide Student Information: You may fill out the below section for multiple students when making one payment on behalf of several students.

Student Name	Student ID	Amount	Currently Pursuing a Degree at UK (Y or N)	PRD Document Number	Student's Initials * (if required)

* Student Initials are required when cash or cash equivalent (ie: gift cards) are awarded.