Georgia Institute of Technology

Awards and Prizes

Awards and Prizes are taxed at a supplemental rate. If you wish to absorb the taxes and ensure net pay of the requested $$$ amount, please check the gross up box.
Payments will be processed with the next available payroll unless prior arrangements have been made. The payments can be viewed online in Techworks

Award Event:		**Date of Presentation:**	
Requestor:	**EXT:**	**Contact for Check Pickup:**	**EXT:**
Authorized by:	**Date:**	**Date Checks are Needed:**	

Check the "Gross Up" box only if the dollar amount requested should be the face value of the check. **Gross-Up** ☐

Recepient's Name	**EMPLID or GTID**	**Purpose of Award**	**Award Amount**	**Department's Total Expense**	**GT PS Project #**	**GTF / GTRC Account #**