

## **GUIDELINES FOR APPROVAL OF AWARDS**

**Student Awards** may be made to University of Kentucky students for the purpose of recognizing and stimulating social, cultural and intellectual development. **Awards are limited to a \$50 value, unless** they are part of a program that has been specifically approved by the President or designated representative. Awards may be cash, a gift, or a credit to the student's account. **Awards over \$50 may be established or amended by directing a request to the [CAFE Business Center](#). You must include in your email all information that is listed in the sample award at the bottom.** We will then forward it through the appropriate channels to be approved and added to the Awards list held in Accounts Payable. Each award is assigned an award code, which will be relayed to you after the award is approved. This code must appear on the payment document to the student. Awards and prizes for the prior academic year are not permissible and should not be given retroactively. Please see [BPM E-7-11](#) for more information on student award restrictions. ***(Note: Your request to the CAFE Business Center must come from the head of the department.*)**

**Employee Awards** may be made to University of Kentucky faculty and staff for the purpose of recognizing outstanding performance and stimulating professional development. **Awards are limited to a \$50 value, unless** they are part of a program that has been specifically approved by the President or designated representative. **Awards over \$50 may be established or amended by directing requests to the [CAFE Business Center](#). You must include in your email all information that is listed in the sample award at the bottom.** We will then forward it through the appropriate channels to be approved and added to the Awards list held in Accounts Payable. Each award is assigned an award code, which will be relayed to you after the award is approved. Awards may be in the form of a gift, cash or plaque or any combination thereof. Plaques shall be paid on a PRD (with the award code referenced on the PRD attachment). All cash awards to faculty and staff must be paid through the payroll system, and each recipient is responsible for any and all taxes on the award amount. Enforcement of the policy rests with the University Financial Services. Please see [BPM E-7-12](#) for more information on employee award restrictions. ***(Note: Your request to the CAFE Business Center must come from the head of the department.*)**

Student and employee award request templates can be found [here](#).

### **Information Needed to Request or Amend an Award (Example Request):**

College:	College of Agriculture, Food & Environment
Department:	Dietetics & Human Nutrition
Name of Award:	Lily S. Chow Award of Excellence
Description of Award:	Annual award given to an outstanding student in the Department of Dietetics & Human Nutrition
Reason or Purpose of Award:	To recognize academic achievement and outstanding leadership and professionalism of an NSF student majoring in Dietetics or Human Nutrition
Selection Criteria:	Upper classman undergraduate student; demonstrated outstanding leadership skills and professionalism in the field of Nutrition; and highest GPA for a student majoring in Dietetics or Human Nutrition
Type of Award:	Cash or academic scholarship
Amount of Award:	\$1,000
Source of Funds:	Restricted funds
Award Recipient Chosen By:	Committee appointed by the Chair of the Dietetics & Human Nutrition Department
Maximum Award Amount Per Year:	\$1,000
Academic Term to Which Award or Prize is Awarded (Only Required for Student Awards):	Spring 2024