





| Payment Type       | Defining Characteristics  | Disbursed By                           | Payee Data Record Required | Tax Reporting Documents*   |
|--------------------|---|--|----------------------------|----------------------------|
| <b>PRIZE/AWARD</b> | <p><u>Purpose:</u> are payments awarded for (1) recognition of charitable, scientific, educational, artistic, or civic achievement; or (2) are received as the result of entering a contest, competition; or (3) prize from a raffle or random drawing</p> <ul style="list-style-type: none"> <li>▪ If prize money is restricted by donor/funder to be used for educational expenses ONLY like tuition – <b>See FA: Scholarship</b></li> <li>▪ Is NOT awarded based on work performed; if payment is for compensation of work that benefits the university/CSE/UF – <b>See WAGES</b></li> <li>▪ Logged for FA purposes if contest or competition is only accessible by students</li> <li>▪ Chico State Student Prize/Award Payment form required               <ul style="list-style-type: none"> <li>○ Donor Relations approval required ONLY for projects that start with 35XXXXXXX</li> <li>○ Prize and Awards for students employed by CSE, are paid as wages.</li> </ul> </li> </ul> | <p>CSE AP</p> <p>CSE Payroll (PAF)</p> | <p>Yes</p> <p>No</p>       | <p>1099-MISC</p> <p>W2</p> |