

## President/Vice President-Approved and School/College Faculty Awards Award Action Form

This form is to be used for the approval and processing of awards that are typically school/college-based, university-wide or VP-sanctioned (see below) and are **not** part of the Classified Recognition Award Guidelines or the Faculty Bonus Award Policy. These awards will normally be included in a single check with regular pay. Taxes are withheld at the supplemental rate.

Approved awards include:

- School/college-based faculty awards
- Presidential Awards for Community Multicultural Enrichment (PACME)
- Dorris Douglas Budd (DDB) Award
- Staff Senate PRIDE Award
- Finance and Administration Customer Service

Complete the information below and obtain appropriate signatures. Forward the original to VCU Payroll Services, P.O. Box 842511, *by the deadline listed on the [Online Processing Schedule](#)*.

Name of Award Program:	
Employee Name:	
V-ID #:	
Department:	
Effective Date (10 <sup>th</sup> or 25 <sup>th</sup> of a month):	
Award amount:	
Index to be charged:	

\_\_\_\_\_  
Award Committee Chair  
*print name and sign*

\_\_\_\_\_  
Date

\_\_\_\_\_  
President / Vice President / Dean, as appropriate, or designee  
*print name and sign*

\_\_\_\_\_  
Date

Processing Information: <b>PAYROLL</b> _____ ____ Overtime recalculated (AWR earn code)
--