Supporting Documentation for Case Competition and other Non-Scholarship/Fellowship Award Disbursements

For case competitions and other non-scholarship/fellowship award disbursements (i.e. class presentation awards) for IU students, please submit the following information along with the "Request for Case Competition Disbursement" form:

• A description of the case competition/award including who is eligible to compete (specific major, specific course, etc.) and what the participants will be judged on:

- Please include supporting documentation (i.e. class roster) to show that the students are enrolled in an affiliated course, if applicable.
- If the competition/award is not course-specific, please include justification or documentation that details why any non-Kelley or non-departmental majors participated in this competition or activity.

For example: A student is majoring in Accounting and competes in a general Marketing case competition while not taking any marketing courses. This situation would need to include justification because there is no obvious correlation between Accounting and Marketing. The IU Foundation will need to know why we are using Marketing departmental funds to support a student majoring in Accounting.



INDIANA UNIVERSITY

REQUEST FOR COMPETITION AWARD DISBURSEMENT – IU STUDENTS

Please submit this form with all competitions to Janelle Anderson in the Business Office - CG 3023

* This information must be collected and submitted by a KSB Faculty or Staff Member and should not be collected by Students* If you run out of space in any section, please submit additional forms as needed.

Name of Competition _____ Date of Competition _____

Submitted By (Faculty or Staff Member):

Department: _____ Email: _____ Email: _____

IUF/IU Account Numbers (Required): _____

Recipient Name:	University ID Number:	Place (1 st , 2 nd , 3 rd)	Award Amount:	GRAD or UGRAD:
Item Type (Business Office Use Only):				

PLEASE ROUND ALL AWARDS TO NEAREST WHOLE DOLLAR. SIS WILL NOT ALLOW FOR CENTS.