

Cash Award Processing Information

Cash Awards should be processed on the FMIS-2e, Authorization for Payment Form (AFP), and not on UH Purchase Orders (POs). OPRPM has advised that cash awards are not payments for goods and services and therefore should not be processed on POs.

Request for Approval of Cash Awards should be approved by the appropriate authority prior to issuance of any payment.

Subcode 7245 (1099/1042 Reportable) should be used for non-employees. Subcode 7244 (W-2 Reportable) should be used for employees.

The “Request for Approval of Cash Awards” form (copy acceptable) approved by the appropriate Chancellor/VP should be attached to the AFP for all awards **except**:

- a) Governor’s Award for Distinguished State Service
- b) State Manager of the Year
- c) Team of the Year

WH-1s are required to be attached to the AFP for cash awards payments to non-employees only.