

Prize Distribution Form

Event Name: _____ Event Date: _____ Org: _____

Prize Distributor Name: _____ Email & phone: _____

Instructions:

1. Complete the **Prize** and **Value** columns prior to printing.
2. Print the form, and take it to the event.
3. Have prize recipients complete the remaining columns by entering the necessary information next to the prize(s) they are receiving.
4. Submit this form with the corresponding reimbursement request.

Prize	Value	Recipient Name (printed)	Recipient Signature	PID

If you are distributing more prizes than the spaces allow, please use an additional copy of this form. Thank you.