University of Wyoming Click here to enter text. 1000 E. University Avenue Laramie, WY 82071

Click or tap to enter a date.

Dear Click or tap here to enter text. ,

I am writing to thank you for attending Click here to enter text. You will receive **$**Click here to enter text for your participation in this event. This amount is fully inclusive of any travel or other expenses incurred by you.

# To assist us in processing your incentive payment, please supply the following information:

|  |  |
| --- | --- |
| **Printed Name**: |  |
| Home Address: |  |
| City, State, Zip Code: |  |
| Work Phone: |  |
| Signature (must be original): |  |

# In order to process payments, individuals must be registered with the University’s supplier system. To register, please follow the self-registration instructions available on the [Financial Affairs](http://www.uwyo.edu/budget-finance/financial-affairs/forms/) website under Procurement and Payment Services. Please follow [this link](http://www.uwyo.edu/budget-finance/financial-affairs/_fafiles/docs/procurement/supplier-self-registration-guide-for-individuals.pdf) if you are registering as an individual, or [this link](http://www.uwyo.edu/budget-finance/financial-affairs/_fafiles/docs/procurement/supplier-self-registration-guide-for-businesses.pdf) if you are registering as a business. If you are already registered and need to provide updated information please contact [new-supplier-request@uwyo.edu](mailto:new-supplier-request@uwyo.edu).

We will process the payment as soon as possible after we receive the signed documentation. If you have questions, you may email me at Click here to enter text., or phone at Click here to enter text.. Please scan and return the signed forms to me at the above e-mail address or fax to Click here to enter text ***no later than*** Click here to enter text. If you prefer to mail this document, please use the address below.

# Sincerely,

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Click here to enter text.

Incentive Payments are to individuals (non-employees) to encourage attendance and participation in sponsored University of Wyoming training and certification programs.