

Raffle Winner Request Documentation

When an NTC student club hosts a raffle with a monetary prize, the winner(s) need to be established as a “Supplier” in Workday in order for the prize check to be issued. Confirm necessary details with the award winner, print legibly (or type), and save this file to upload into Workday.

- NTC Club advisor logs in to Workday
- In the search bar type, “Create Supplier Request.”
 - Supplier Name = Winner’s first and last name
 - Supplier Category = Individual/Sole Proprietor
 - Justification = Supplier is a raffle winner. Necessary to process raffle winning.

Contact Information

- Add phone number. Click the primary box.
- Add address where the check should be mailed. Click the primary box.
- Add winner’s email address. Click the primary box.

Attachments

- Along the middle of the page, you can change from the **Contact Information** tab to the **Attachments** tab.
- Click **Attachments**.
- Then you can either select files or drag and drop files into the spot. Add this completed form as the attachment.
- Click Submit.

Allow 48-72 business hours for winner to be added as supplier. Once confirmation received, submit Supplier Invoice Request to request check for raffle award amount for winner.

NTC Club Name: _____ Date: _____

Raffle Name: _____ Prize: _____

Winner’s First Name: _____

Winner’s Last Name: _____

Winner’s Mailing Address: _____

City: _____

State: _____ Zip: _____

Winner’s Phone Number: _____

Winner’s Email Address: _____