

**Student Academic Award Payment**

**Purpose of this form:** This form is required to process cash academic award payments to current or former students.

**Instructions:**

* *Submit* a PeopleSoft purchase requisition and receipt for payments over $100. Referto the [Procurement website](http://www.ubalt.edu/template.cfm?page=416) for instructions on how to complete a PeopleSoft purchase requisition and receipt. A requisition is not required for payments under $100.
* *Complete* the information requested below.
* *Obtain* approvals from the Dean and/or Division Head. *If the award is donor sponsored*, the CFO of the UB Foundation must also approve payment.
* *Attach* a copy of the award letter signed by the Dean or Division Head and a copy of all supporting documentation.
* *Submit* this form and supporting documentation in duplicate to the Accounts Payable Office to process payment through the State of Maryland. Allow 30 days for receipt of payment.
* *Send* a copy of the completed form to the Office of Financial Aid. A representative of Financial Aid will notify the student if this payment impacts the student’s financial aid award.

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| Recipient Information | | |
| Date of Request | | **Payment Amount** |
| Name (First, MI, Last) | | **Social Security No. (or visa no. if international)** |
| Remittance Address | | |
| Student ID No. | **Academic Term and Year of Recognition** | |
| Name and Purpose of Award |  | |

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| Authorized Approvals | | |
| Department Approval (print and sign name) | **Date** | |
| Department Approval (secondary authorization if required) | **Date** |  |
| Foundation Approval (required for donor sponsorship) | **Date** | |

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| Department Accounting Information | | | | | |
| PeopleSoft Receipt No. | **Department No.** | **Account No.** | **Fund No.** | **Program No.** | **Project No.** |

**Cc: Office of Financial Aid**