

**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.
* *Retain* a copy of this form with approval signatures, the award letter and all supporting documentation for your records and future audits.
* *Submit* this form with original signatures, and the approved award guidelines and description (formal guidelines must be approved by the Comptroller’s Office prior to implementing an award program) 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.**  612120 | **Fund No.** | **Program No.** | **Project No.** |

**Cc: Office of Financial Aid**