

**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**