REQUEST TO PAY FUNDS TO A STUDENT ACCOUNT FROM SPONSORED PROGRAM OR PRIVATE FUNDS

DATE: _____/____/____

DEPARTMENT NAME: ________________________________________

DEPARTMENT CONTACT: ________________________________________

DEPARTMENT CONTACT SIGNATURE: ______________________________

DEPARTMENT PHONE # ________________________________

DEPT/AWARD NAME: ________________________________________

REQUEST PAYMENT FROM BANNER FUND # __________ ACCOUNT CODE ______

NOTE:
• This form can only be used for sponsored program or private funds
• Operating and overhead account numbers cannot be charged for undergraduate awards (funds which begin with a “1 or 2”). Awards for graduate students should be entered through the tuition remission system.

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<th>STUDENT ID</th>
<th>AMOUNT</th>
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A letter with additional information may be attached to this form. This form, when completed, could contain student record information and/or PII. Please do not share through email, and use a cover sheet when faxing or sending by campus mail. Thank you.

If this is a sponsored program account, this form must be sent to Sponsored Programs (0170) for approval. Once approved, the form will be sent to the Bursar’s Office for crediting the student(s) account. Without a signature of approval from sponsored programs, no pending credit will be entered on the student account.

SPONSORED PROGRAMS APPROVAL:

Approved by: ________________________________________

(Please print name and title)

Signature: __________________________ Date: _____/____/_____