REQUEST TO PAY FUNDS FROM SPONSORED PROGRAM ACCOUNTS ONLY

DATE: _____/_____/______ DEPARTMENT NAME __________________________________________________________

DEPT. CONTACT ___________________________________________________ EMAIL: _______________________

DEPARTMENT CONTACT SIGNATURE: ________________________________________________________________

DEPARTMENT PHONE #: ______________________________

AWARD/SCHOLARSHIP NAME: ________________________________________________________________

BANNER FUND # __ __ __ __ __ ACCOUNT CODE 14230

NOTE:

• Awards for graduate students on contract must be entered through the Tuition Remission System.
• Virginia Tech Foundation awards (beginning with 88) must be entered on a VT Foundation award letter and sent to the Office of Scholarships and Financial Aid.

STUDENT NAME(S) ID AMOUNT TERM(S)

________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

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 credit will be posted on the student account.

SPONSORED PROGRAMS APPROVAL:

Approved by: ___________________________________________________ Title ___________________________

Signature: ___________________________________________________ Date: ___/___/___

SEND COMPLETED FORM TO: THIRD PARTY SUPERVISOR, OFFICE OF THE UNIVERSITY BURSAR