



**Office of the University Bursar** (MC0143)  
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 Blacksburg, Virginia 24061  
 540/231-6277 Fax: 540/231-3238  
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**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.

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**SPONSORED PROGRAMS APPROVAL:**

Approved by: \_\_\_\_\_  
 Name (please print) Title

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

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