



**Office of University Bursar (0143)**  
Student Services Building, Suite 150  
800 Washington Street SW  
Blacksburg, Virginia 24061  
P: (540) 231-6277 F: (540) 231-3238  
bursar@vt.edu

**REQUEST TO PAY FUNDS TO A STUDENT ACCOUNT**

DATE \_\_\_\_\_ DEPARTMENT NAME \_\_\_\_\_  
REQUESTOR NAME \_\_\_\_\_ EMAIL \_\_\_\_\_  
REQUESTOR SIGNATURE \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_  
AWARD/SCHOLARSHIP NAME \_\_\_\_\_  
BANNER ORG \_\_\_\_\_ FUND \_\_\_\_\_ ACCOUNT CODE 14230

**NOTE: Virginia Tech Foundation awards (F funds and/or those beginning with 87 or 88) must be awarded on a VT Foundation fund in Blackbaud Award Management (i.e., Scholarship Central) through the University Scholarships and Financial Aid Office. Contact [scholarships@vt.edu](mailto:scholarships@vt.edu) for questions or to discuss setting up a VTF fund in Scholarship Central.**

In the event of an overpayment, can the excess amount from this award be refunded to the student? Yes \_\_\_\_ No \_\_\_\_

Student Last Name	ID	Amount	Term
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**Departmental Approval**

Approved by \_\_\_\_\_  
Name (please print) \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

This form may contain student record information and personally identifiable information (PII). Since it may include sensitive data, please upload it to the Bursar Dropbox, located in the Faculty/Staff section of the Bursar's website at [bursar.vt.edu](http://bursar.vt.edu). Do not submit forms by email.

**For Sponsored Funds ONLY**

Email the completed form to [ospaward@vt.edu](mailto:ospaward@vt.edu) for approval. As the form may include sensitive information, please be sure to submit it securely. Once approved, OSP will upload the form to the Bursar Dropbox for processing. Credit cannot be applied without Sponsored Programs approval.

**Sponsored Programs Approval**

Approved by \_\_\_\_\_  
Name (please print) \_\_\_\_\_ Title \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_