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.

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<th>STUDENT NAME(S)</th>
<th>ID</th>
<th>AMOUNT</th>
<th>TERM(S)</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.

Completed 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