

Cal Poly Humboldt

Print Form

STUDENT AWARD REQUEST FORM

Send Original form to STUDENT FINANCIAL SERVICES

Date: _____

Contact: _____ Ext: _____

Business Unit

Payment will be posted to student's account.

Payable to: Cal Poly Humboldt

Describe payment: _____

Will there be multiple payments to this student: Yes No Estimated Number

Award Name : _____

Line Item Name	Total Amount	Account	Fund	Dept. ID #	Program	Class	Project

Recipients/Distribution Lines:

Last Name	First Name	Humboldt ID #	Amount	Payment Request Date

Please allow one week for processing, Student Financial Services will make every attempt to process the payment as close to the requested date as possible.

Student Financial Services will share with the Financial Aid Department detailed information regarding this student award. The Financial Aid Department is required to include all financial assistance awarded to a students in their financial aid package. This includes, stipend, scholarships, internship, fellowships, etc.

I hereby certify upon my knowledge that the budgeted funds are available for this expenditure, and that this expenditure is in keeping with the designated purpose of this account.

Department Certification/Approved Project Signer Date

Print Name

FOR OFFICE USE ONLY

- ____ Verified Chartfield
- ____ Funds Available
- ____ Support Documentation

Student Award Request Form

Overview

The University provides financial assistance to students from various funding sources. The financial assistance provided may be referred to as an award, stipend, scholarship, internship, tuition assistance, fellowship, or grant. Regardless of the funding source or term used, these payments are financial assistance to the student. In order to comply with governmental reporting requirements, all payments made to students must be processed through the PeopleSoft Student Financial Services module and posted to the Student's Account.

To initiate a payment to a student from any department or business unit the requester completes a "Student Award Request Form". The form can be found on the Cal Poly Humboldt forms database. The completed form is submitted to Student Financial Services (SBS 285).

Payments will be processed weekly by Student Financial Services. Once the payment is available, the student is notified by an email that a check is available for pick-up at the Cashiers' Office. If the Student has enrolled in direct deposit, the student receives an email notifying them that the funds are being transferred into their bank account. If the Student would like to enroll in direct deposit, this can be done by accessing their student center and clicking "Enroll in Direct Deposit" under the Finances section.

On a weekly basis, Student Financial Services sends the Financial Aid department detailed information regarding the students receiving awards.

Directions

To Complete "Student Award Request Form":

- 1). Describe Payment- Detail the frequency of the award and if an approval is required by the authorized signer prior to any distribution. If approval is not noted as required, then this form is authorization for all payment dates listed on form. If an approval is noted as required, Student Financial Services will contact the requester prior to any distribution of funds to the students.
- 2). Award Name-Description of the title of the award that will appear on the students account, (optional)
- 3). Project Name- This is needed for all Sponsored Program awards.
- 4). Chartfield-Account distribution for the payment is required. If the funding source is the campus (HMCMP), the payment will be expensed directly to the funding trust at the time it is posted to the student's account using account 609005-Student Scholarships/Awards. If the funding source is from an Auxiliary trust or project, the expense will be coded to the appropriate account and posted to the trust once the Accounts Payable voucher is processed.
- 5). Recipients/Distribution Lines- Required information needed is student's name, ID number, amount of award and date the funds are to be distributed. If a student will receive multiple payments, use a unique line for each date that a payment should be made.
- 6). Authorized signer for the trust or project is required
- 7). Student Authorizations-(HMSPF Only)- If the student is required to certify that they have participated in the program prior to receiving any payments, a separate request form must be submitted for each payment.