

UNIVERSITY CORPORATION or FOUNDATION SCHOLARSHIP DISBURSEMENTS REQUEST FORM

DEPARTMENT INFORMATION (to be completed by requestor) Revision of Chartstring or recipients only (fully executed form already on file)

Dept Name and ID  
Grant Name (and year if applicable)

Requestor's Name Requestor's Phone/Email

Approver's name (must be authorized signer for fund) Approver's Phone/Email

When invoices are ready for approval by the PI, what email address should be used for adobe sign routing (note that the Approvers signature will be required each time there are monthly disbursements related to this scholarship)

SCHOLARSHIP DETAILS (to be completed by requestor)

Non-disbursable item type? Academic Year: Apply to future aid years?  
Must be run through and approved by Financial Aid

Start Date End Date Frequency of Disbursements?

Initial Disbursement Date Final Date for Expenditures

One Time Multi Year Need Based? Grade Level GPA Minimum Required?

Item Type Source Financial Aid Source Minimum Unit/Load Required?

Award Payment Type (check all that apply) Note: Only direct, properly supported reimbursements may be made through AP, all other student disbursements MUST be approved by Financial Aid

Refundable Student Support Room and Tuition Travel Other (specify)  
Award Payment Board Only

Award Limit by Term Total Fiscal Allocation  
(Amount per Student)

Corporation or Foundation Chartstring (If this chartstring changes the department must submit a "Revision" to the Corporation and Financial Aid. See Revision only checkbox at top of page)

Corporation or Foundation Customer ID (If the Auth signer changes the dept must submit a "Revision" to the Corporation and Financial Aid. See Revision only checkbox at top of page)

PI Statements of Affirmation

~ I affirm the recipients have received and acknowledge with a wet signature, the terms and conditions in this sponsored funded financial assistance.  
~ I affirm my understanding that no direct payments will be issued to students by Accounts Payable (stipends, participation awards, etc;) unless those payments have been approved by the Financial Aid office and I will contact the Financial Aid office for approval prior to requesting a direct payment to a student.

\*\*\*\*\*Accounting / Post Award / Financial Aid / Business Office Use Only\*\*\*\*\*  
Item Type Requested Any allowable direct payments to students?

Expected list of recipients and amounts (if variable)

If this list of recipients changes the dept must submit a "Revision" to the Corporation and Financial Aid. See Revision only checkbox at top of page 1.

- The information listed here establishes the Scholarship setup information to be paid from a specific UCorp fund and/or project number. These dollar amounts will be disbursed by stateside financial aid office and charged back to the Corporation based on monthly disbursements
- All promised dollar amounts MAY NOT be disbursed all at the same time. There may be multiple disbursements and multiple invoices related to any one scholarship and/or recipient.
- An amount promised for the FY and term may be awarded late (in the next term).
- Approval by the PI will be requested for all invoices related to the monthly disbursements of their scholarship funds. It is important that these monthly disbursement invoices are approved for payment even if the full amount has not been distributed.
- The PI and their designees are responsible for tracking all disbursements. If any questions arise regarding disbursements, contact Financial Aid, University Corporation AP has no control over the timing and amounts of disbursements.
- Any changes to expected recipients or amounts should be reported so that this form may be amended with that information.
- When reviewing the list of monthly disbursements as provided by the financial aid office, keep the following in mind that the "Item Term" listed uses the following formula: Fiscal year represented by 3 digits, followed by the semester indicator. 4 = Fall, 2=Spring, 1=Summer and 3=Winter.