OSU Bursar CVI - Exhibit A Form

The purpose of this form is to provide a <u>one-time</u> payment(s) to <u>student</u> bursar accounts from departmental and/or grant funds or provide stipend payments to students as part of an approved agreement. This form cannot be used for full-time employees. The bursar account payment amount authorized cannot exceed incurred expenses on bursar accounts, and may affect financial aid. The form is valid for one term; a new form must be submitted each term, even if the agreement is for an academic year. For more information, refer to P&P 3-0362 Reporting Taxability of Assistantships, Fellowships, Scholarships, Fee Waivers, and Other Payments to Student:

https://adminfinance.okstate.edu/site-files/documents/policies/reporting-and-taxability-of-assistantships-fellowships-scholarships-fee-waivers-and-other-payments-to-students.pdf

Email completed form with applicable approvals to: bursarpop@okstate.edu

Date Submitted

Submitter Name   **Phone #**   **Email Address**

Chart   **Fund**

Submitter describe criteria in detail for scholarship/payment to Bursar account, or direct payment to student (Stipend)

Stipend requires additional agreement documentation to be included in **Stipend Information (Direct Payment to Student**) section on page 2.

Attestation

I certify the information provided in this form is true, correct, and complete to the best of my knowledge. I understand that providing false or misleading information may result in disciplinary action and consequences in accordance with University policy and applicable IRS regulations.

Approvals

- Complete applicable information sections (below) then route form to the applicable departments.

- Payroll must approve if any services, including volunteer, are performed by student.

Recipient Information

Student Banner ID   Last Name   First Name

Select Term (one term allowed)   Fall   Spring   Summer   Year

Select if International   Select Student Level: UG   GR   PR

Scholarship/Stipend name to appear on student's bursar account

Complete applicable section(s) below:

1. If payment is to student's bursar account, complete **Payment to Student Bursar Account Information** section.
2. If direct payment to student, complete **Stipend Information** section.

1. Payment to Student Bursar Account

Tuition – all (everything paid)   or, Maximum Amount $

Books/supplies- all (everything paid)   or, Maximum Amount $

Housing - all (everything paid)   or, Maximum Amount $

Meal Plan - all (everything paid)   or, Maximum Amount $

Parking Permit Cost $

Study Abroad Costs $

Hardship Amount $

Misc/Other - List and describe items in box below:

2. Stipend Information (Direct Payment to Student)

Describe the approved agreement for the stipend payment:

Provide stipend date(s) and amounts

	Stipend Date	Stipend Amount		Stipend Date	Stipend Amount
1		$	4		$
2		$	5		$
3		$	6		$

Approver Attestation

I certify the information provided in this form is true, correct, and complete to the best of my knowledge.

I understand that providing false or misleading information may result in disciplinary action and consequences in accordance with University policy and applicable IRS regulations.

Approvals and Routing

Select appropriate approval and/or routing check-box(s) below and route to associated department(s) for signatures.

Fiscal Officer Approval

Department Head - Required if Ledger 1 funds

Services Performed by Student - Payroll Approval Required (payroll.services@okstate.edu)

Describe criteria to receive scholarship/payment/stipend - reason for the student payment:

Describe any services/work performed by the student, including if in volunteer capacity:

Grant Funding - PI Approval Required

Describe criteria to receive scholarship/payment/stipend - reason for the student payment:

Describe any services/work performed by the student, including if in volunteer capacity:

Grant Funding - Grants and Contracts Approval Required (gcfa@okstate.edu)

Approvals Continued:

Graduate Student - Grad College Approval Required (grad-i@okstate.edu)

International Student - Tax Compliance Approval Required (tax@okstate.edu)

Send to Bursar Office for Processing (bursarpop@okstate.edu)

Email completed form with applicable approvals to: bursarpop@okstate.edu