

OSU Bursar CVI - Exhibit A Form

The purpose of this form is to provide a one-time payment(s) to student 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

Approvals:

Complete all information sections (below) then route form to the below applicable departments for approval(s).

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.

Fiscal Officer Approval Required

Ledger 1 Funds - Dept Head Approval Required

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

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

Student Athlete - Athletic Compliance Approval Required (medill@okstate.edu)

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

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

Student Payment Criteria/Information

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

Recipient Information

Student Banner ID	Last Name	First Name	
Select Term (one term allowed)	Fall	Spring	Summer
Year			

Payment Information

Payment Description

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 \$

Study Abroad Costs \$

Hardship/Emergency Funds \$

Payment to Bursar

Stipend Payment to Student

Misc/Other (List and describe items)

Stipend Information

Describe the approved agreement for the stipend payment:

Provide stipend date(s) and amounts

Stipend Date	Stipend Amount	Stipend Date	Stipend Amount
	\$		\$
	\$		\$
	\$		\$

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