UMAINE DEPARTMENT AWARD/CREDIT REPORTING FORM

PS Dept ID: _____ **Fund Code:** ___**Program Code:** _____ **Project:** _____**Acct: 55100**

Account Title: _____ **10-digit accounting ID:**_____

_____ _____

Student Name and Social Security #	Term	Fall	Term	Spring	Term	Summer	Total

Department: _____ **Phone:** _____

Name & Title: _____

Signed: _____ **Date:** _____

* Complete this form whenever your department chooses to credit a student's account with department funds. (**This does not include scholarship accounts.)**
* Please list the PS chartfields. Funds disbursed to students through Financial Aid are charged to PS account 55100. A 10-digit account ID is required because both student accounts and financial aid will remain on legacy systems for several more years. We can request this for you if you do not have one set up that maps to 55100 in your fund.
* Enter the exact dollar amount for each student for each term in which payment is requested. **Summer awards charged to the current fiscal year must be in this office by June 21; after that date, summer awards will be charged to the new fiscal year.**
* Send this form to the Office of Student Financial Aid (Wingate Hall) (Fax # 1-3261). Financial Aid will post the departmental credit to the student's account in the Bursar's Office. **Call Mary Ellen Pelletier at 1-3092, if you have questions.**
* Keep a photocopy for your records.

NOTE: Payment of tuition credits related to a graduate teaching or research assistantship or payment of graduate health insurance related to an assistantship are processed directly through the Graduate School on a Graduate Assistant Appointment Authorization form.

S:/Share/Scholars/Forms/Dept Award Form