UMAINE DEPARTMENT AWARD/CREDIT REPORTING FORM

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

Account Title: _____

Student Name and MaineStreet ID #	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
* 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 MaryAnn Portmannn 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.