UMAINE DEPARTMENT AWARD / CREDIT REPORTING FORM 2016-2017

Account Name:			
PS Dept ID# :	Fund Code :		
Program Code:	Project Code :		
	Account #:	55100	

Instructions:

* Complete this form whenever your department chooses to credit a student's account with department funds

(this does not include scholarship funds).

* Please list the PS chartfields. Funds disbursed to students' accounts through Financial Aid are charged to PS account 55100.

* Enter the exact dollar amount for each term in which payment is requested.

* Summer awards charged to FY16 **MUST BE IN THIS OFFICE BY** <u>JUNE 24th</u>; after that date summer awards

will be charged to your FY17 (2016-2017) department budget. If using FY16 funds for summer please use Form 2015-2016

		Fall	Spring	Summer	Total
Student Name	MaineStreet ID #	(1710)	(1720)	(1730)	Award
				TOTAL:	

Department:

Phone Number :

Name and Title:

Signed:

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 and Appointment Authorization Form.

If you have questions, please call Caryl Willette at 1-3092. Return to: Office of Student Financial Aid, Wingate Hall, Fax 581-3261