UMAINE DEPARTMENT AWARD / CREDIT REPORTING FORM 2023-2024

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

  *** Scholarship Funds which are administered by the Office of Student Financial Aid must be awarded through ScholarshipUniverse.**

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

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

* Summer awards charged to FY23 ***MUST BE IN THIS OFFICE BY JUNE 22nd ;*** after that date summer awards will be charged to your FY24 (2023-2024) department budget.

Student Name	MaineStreet ID #	Fall (2410)	Spring (2420)	Summer (2430)	Total Award
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
					0
				TOTAL:	0

Department: **Phone Number :**

Name and Title:

Signed: **Date:**

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.

If you have questions, please call Caryl Willette at 1-3092.

Return to: Office of Student Financial Aid, Wingate Hall, Fax 581-3261