

UMAINE DEPARTMENT AWARD / CREDIT REPORTING FORM 2024-2025

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 FY25 **MUST BE IN THIS OFFICE BY JUNE 22nd**; after that date summer awards will be charged to your FY26 (2025-2026) department budget.

Student Name	MaineStreet ID #	Fall (2510)	Spring (2520)	Summer (2530)	Total Award
				TOTAL:	

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**