**Bursar Exhibit A/CVI Form**

OSU Policy & Procedure 3-0362 Payments to Students

***The purpose of this form is to provide payment(s) to student bursar accounts from departmental and/or grant funds or provide stipend payments to students as part of an approved agreement. The amount authorized cannot exceed incurred expenses on bursar accounts, and may affect financial aid. The form is valid for one term; a new form must be submitted each term, even if the agreement is for an academic year.***

**Date:**

**For:** **[ ]  \*Graduate Research Assistant (Email Graduate College:** **grad-i@okstate.edu****)
 [ ]  Undergraduate/Graduate Training Grant (Email Graduate College:** **grad-i@okstate.edu****)** **[ ]  Department Funding (Email Bursar’s Office:** **bursarpop@okstate.edu****) Ledger 1 funds *require department head approval.***

 **From:       Phone:
Title:**

**Chart, Fund, Account:       Term:**

**Account/Program Title:**

**Department       Fiscal Officer:**

**GCFA Representative:       Principal Investigator (PI):**

**Department Head Name (if using Ledger 1)­­­­­­­­­­­­­­­­­­­­**

 **requires approval via e-mail or signature here:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Type Student** | **Athlete\*\*** | **OSU Banner ID** | **NAME (last, first, middle)** |
| **UG [ ]  GR [ ]**  | **Yes [ ]  No [ ]**  |  |  |

**\*\* Scholarships/Stipends awarded to athletes must meet NCAA guidelines and are monitored for compliance. Awards made to athletes must have accompanying approval documentation from Cheryl Medill in Athletics** **medill@okstate.edu**.

|  |
| --- |
| **Bursar –Documentation Required** [ ]  **Resident Tuition $** [ ]  **Fees $**  **[ ]  Non-Resident Tuition $** [ ]  **Books/Supplies $** [ ]  **Outreach Tuition $** [ ]  **Housing $** [ ]  **Outreach Fees $** [ ]  **Meal Plan $**  [ ]  **Misc Other (list item(s) paying       Amount $**  |

|  |
| --- |
| **Stipend: The following page (Payments to OSU Students) must be completed for each stipend recipient.**  **Stipend Date Amount**                                                   |

