

# Request for Student Charges & Awards

Date: \_\_\_\_\_

Department: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Signatory Authority: \_\_\_\_\_ (Print) Signature: \_\_\_\_\_

Provost / CFO: \_\_\_\_\_

Check One:  Account Charge(s)  Award/Scholarship

**Do not use this form to pay for services. Submit an Additional Compensation Request form available at [http://www.emich.edu/hr/compensation/documents/additional\\_compensation\\_request\\_form.pdf](http://www.emich.edu/hr/compensation/documents/additional_compensation_request_form.pdf)**

**Fund #:** \_\_\_\_\_ **Org. #:** \_\_\_\_\_ **Account. #:** 7020 **Prog. #:** \_\_\_\_\_  
**Activity #:** \_\_\_\_\_ **Location #:** \_\_\_\_\_  
 If authorizing an award, is the award refundable to the student?    Yes    No

Student Number	Last Name	First Name	Term	\$ Amount

Attach an Excel spreadsheet with total (if needed).

Grand Total: \$

Explanation of Award: \_\_\_\_\_

Detailed Description: \_\_\_\_\_

Attach additional documents if necessary.

1. *Academic Affairs, Student Affairs and Enrollment Management, submit to the Office of the Provost. All others submit to the CFO for review.*
2. *Deliver to: Accounting ([busfin\\_generalaccounting@emich.edu](mailto:busfin_generalaccounting@emich.edu)/212 Hover Building)  
Form may be emailed from Contact Person only with authorized signature present or from Authorized Person without signature. For awards, attach award letter.*
3. *Accounting will forward to Kerri Cebina after FOAPAL verification.  
Please allow 3-5 business days for processing.*

STUDENT BUSINESS SERVICES • 201 PIERCE HALL • YPSILANTI, MI 48197 • P: 734.487.2159 • F: 734.487.6838

**For SBS Office Use Only:** Initials & Date \_\_\_\_\_

Detail Code \_\_\_\_\_  OFA Resource Added  Accounting FOAP Verified