



## Student Account Services Departmental/Project Payment Request Form

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

From: \_\_\_\_\_  
Requestor
Department Name
Phone

The authorization statement below must be acknowledged by an official authorizer on the Department Authorization List (DAL). Please indicate the exact amount to pay to each student's account from the department/project indicated below. Only one department/project per form.

*I authorize Student Account Services to process a Departmental/Project payment from the Department/Project specified below for each student listed as indicated on this form.*

\_\_\_\_\_ Authorized Signature          \_\_\_\_\_ Date          \_\_\_\_\_ Department/Project No.

Student Information					
ID	Last Name	First Name	Academic Year	Term	Amount
<b>Total</b>					

For Student Account Services Use Only		
Date Received: _____	Date Processed: _____	Processed By: _____

### **Departmental/Project Payment Requests from University Accounts**

(e.g., tuition overhead, C&G funds, or E&G funds designated for financial support)

The following procedures have been established by Student Accounts to manage the large volume of requests for transferring tuition payment from departmental/project accounts. These procedures must be followed in order to provide the best service to our students and to facilitate efficient, timely processing. These procedures do not apply to UCF Foundation accounts.

#### **Account Set Up**

- EACH ACCOUNT must be set up in PeopleSoft for use as a third party payment account BEFORE student tuition awards may be entered. For this reason, BEFORE sending departmental/project payment requests, send an e-mail to [DEPTPYMT@mail.ucf.edu](mailto:DEPTPYMT@mail.ucf.edu) with a list of department/project numbers the first time you wish to use the account for departmental/project payments. This will give Student Accounts time to complete account set up prior to receiving your list of departmental/project payments for students. If you have used the department/project numbers for departmental/projects payments in previous terms, you do not need to do this step.

#### **Deadline for Departmental/Project Payment Requests**

- Requests must be sent prior to the Payment Deadline, according to the deadlines published in the Graduate Tuition Support and Payments Schedule.

#### **Requesting Payments**

- Complete a Departmental/Project Payment Request form for EACH DEPARTMENT NUMBER (account number) and save the file in this filename structure:

**DP04\_XXXXXXXX\_XXX**

**DP04** = Departmental/Project Payment FY 2004

**XXXXXXXX** = Department/Project Number (account number)

**XXX** = Numbering system of your choice (e.g., 001, 002, 003; do not repeat file numbers)

Also use the DP04\_XXXXXXXX\_XXX name as the **Subject** of your e-mail.

**Requestor** = Name of person preparing the form

**Department Name** = Name of department (e.g., Graduate Studies)

**Authorized Signature** = Name of person authorizing payment. Must be authorized for the Department/Project on the Departmental Authorization List (DAL) under category 2. This person must also send the completed file to Student Accounts at [DEPTPYMT@mail.ucf.edu](mailto:DEPTPYMT@mail.ucf.edu) and authorize approval in the e-mail (e.g., "I approve the attached Departmental/Project Payment Request.")

- Requests without proper authorization cannot be processed and will be returned to the sender.

- Each request must contain the student's EMPLID, last name, first name, academic year (e.g., 2004 for 2003-2004), term (e.g., fall, spring, or summer; or 1190, 1200, 1210), and the exact amount of the payment. Incomplete requests cannot be processed and will be returned to the sender.
- Departmental/Project transfers cannot be made for amounts greater than the student's tuition assessment. University tuition support takes precedence over departmental/project transfers. For example, if the combined total of a waiver and a departmental/project transfer exceeds the student's tuition assessment, the departmental/project transfer will be reduced.
- **All requests should be processed by e-mail.** The Departmental/Project Payment Request file should be attached to the e-mail and the filename should be in the format DP04\_XXXXXXXXX\_XXX. The **Subject** line of the e-mail should also be DP04\_XXXXXXXXX\_XXX. The completed Departmental/Project Payment Request file should then be forwarded to Student Accounts at [DEPTPYMT@mail.ucf.edu](mailto:DEPTPYMT@mail.ucf.edu) by the authorizer. Remember to keep a copy of the file for your records.

### Exception Handling

In certain circumstances, departments may request exception handling for a specific student. In this case, the department must make formal arrangements with Student Accounts in advance of the Payment Deadline and must guarantee payment to the student. For more information about requesting exception handling, send an e-mail to [DEPTPYMT@mail.ucf.edu](mailto:DEPTPYMT@mail.ucf.edu) in Student Accounts.

**QUESTIONS?**—Send to [DEPTPYMT@mail.ucf.edu](mailto:DEPTPYMT@mail.ucf.edu)