Student Account Services
Departmental Payment Request Form

Date: _____

From: _____ _____ _____
Requestor　　　　　　　　　　　Department Name　　　　　　　　　　Phone

The authorization statement below must be acknowledged by someone in the campus department with authorization to spend these funds. Please indicate the exact amount to pay to each student's account from the cost center or grant indicated below. Only one cost center or grant per form. **This form should NOT be used for cost share grant payments. Payments from cost share grants should use this form: https://studentaccounts.ucf.edu/wp-content/uploads/sites/6/CostShareGrantPayment.pdf**

I authorize Student Account Services to process a payment from the cost center or grant specified below for each student listed as indicated on this form.

_____ _____ _____
Fund　　　　　　　　　　　　　　Cost Center　　　　　　　　　　Grant ID (if applicable)

_____ _____
Designation (if applicable)　　　Financial Initiative (if applicable)

_____ _____
Authorized Signature　　　　　　　　Date

Student Information					
ID	**Last Name**	**First Name**	**Academic Year**	**Term**	**Amount**
				Total	

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

Questions? – Send to DEPTPYMT@ucf.edu　　　　　　　　　Form 41-989　　(Rev. 07/13/23)

Departmental 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 cost center or grant 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.

Deadline for Departmental 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 Payment Request form for each cost center or grant ID.
  Requestor = Name of person preparing the form

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

  Authorized Signature = Name of person authorizing payment. This person must also send the completed file to Student Accounts at deptpymt@ucf.edu

- 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., 2023 for 2022-2023), term (e.g., fall, spring, or summer; or 1760, 1770, 1780), and the exact amount of the payment. Incomplete requests cannot be processed and will be returned to the sender.

- Cost center or grant transfers cannot be made for amounts greater than the student's tuition assessment. University tuition support takes precedence over cost center or grant transfers. For example, if the combined total of a waiver and a cost center or grant transfer exceeds the student's tuition assessment, the cost center or grant transfer will be reduced.

- **All requests need to be sent via email to** deptpymt@ucf.edu