

Pittsburg State University
Scholarship Payment Request

This form is to be used to process the payment of a scholarship to a PSU student from any funding source EXCEPT Foundation funds. Those must be processed through the scholarship program/sweep. It is no longer necessary to create a payment requisition for scholarship payments. Provide all requested information and attach any supporting documentation. **Send the completed form to Cashiers and Student Accounts, 112 Horace Mann. Please call Ext. 4153 with any questions you may have.**

_____ Fund _____ Unit _____ Name of Scholarship (if applicable)

<u>Academic Semester Awarded</u>	<u>PSU ID #</u>	<u>Student's Name</u>	<u>PSU Employee</u>	<u>Amount of Scholarship</u>
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	
			Y N	

Authorized Signature: _____

Date: _____

Contact Name: _____

Phone Ext.: _____

<u>OFFICE USE ONLY</u>	
Financial Aid Signature of Approval _____	Date _____
NRA: Y or N Documentation completed: Y or N or N/A	
Funding 341 or 351- Business Office Approval: _____	
IRV _____	_____
Cash Rcpt #	Date
JE _____	