

Undergraduate Grant Authorization Form

Academic departments may use this form to request grant funds for undergraduate students. This form may NOT be used for stipends, sponsored program funds, payroll or other expense reimbursements. Funds are credited to the student's bursar account. See bfas.syr.edu for further information.

Step 1: Complete Part A and forward to the appropriate accounting office.

Awards approved by accounting will be forwarded to the Office of Financial Aid for disbursement to the student's account. Please allow at least 14 working days from submission of this request form for awards to post to the student's bursar account. Department awards may impact a student's other financial aid and may necessitate an adjustment to these other aid sources in order to remain in compliance with federal, state, and institutional regulations. The Office of Scholarship Programs will notify grant recipients directly of any change to their financial aid package.

Step 2: Notify Bursar's Office if refund check is required

All requests for refunds or checks must be made in writing by the requesting department and include a copy of this form. Send requests to: Bursar Operations, Attn: Debbie Amedro, damedro@syr.edu, 119 Bowne Hall; Phone: 315-443-2444

Part A

I/We request a Departmental Grant in the amount of \$ _____ be awarded to:

Student Name (First Middle Last) _____

SUID: _____

Term (check one): Fall _____ Spring _____ Both F & S _____ Summer _____ Academic Year: _____

CHARTSTRING:

Fund	Department	Program	Account	MyCode	Project	Activity	Budget Reference

Account Name: _____

I/We understand that all students will be reviewed by the Office of Financial Aid and Scholarship Programs for grant eligibility and any impact on his/her financial aid package.

Authorized Signer (please print): _____

Signature

Dept/School/College

Date: _____ Phone # _____ Email: _____

Accounting Office and Scholarship Office Only

Accounting Office Approval: _____

FAO Initials: _____

Process Date: _____

Item Type _____