

Form Reset

**DEPARTMENTAL REQUEST FOR STUDENT AWARDS (FORM A):
ADMINISTRATIVE UNITS SHARED SERVICES CENTER**

This form A is to submit awards to be supported by state, Research Corp., or WVU Foundation funds for which the Financial Aid Office is not the budget officer (WVUF Budget Division does not equal FAD). Awards from WVU Foundation funds where the Budget Division does equal FAD must be submitted on Form B. The Banner Student System will charge these expenses to the department GL account. Your EBO is responsible for processing any third-party reimbursement (i.e. WVU Foundation, etc.). Note a separate form must be submitted for each WVU Fund ID. *Please attach another sheet to add more than twelve student award requests.*

FOR INTERNAL USE ONLY

Tag #: _____

Date processed:
____/____/____

Entered by:

Once completed, please email this form to DeptRSA@mail.wvu.edu

Section 1: STUDENT AWARD REQUEST

1. The following award amounts are being requested for which academic year? _____

List of Requested Student Awards

Student WVU ID #	First Name	M.I.	Last Name	Fall Award Amount	Spring Award Amount	Summer Award Amount	Year Total

2. Overall total of all student award amounts: _____

3. STAR/Banner Detail Code and Fund Code: _____

Comments:

4. From which account will your EBO process reimbursement to the default GL string?

State: _____

WVUF Fund: _____

WVU RC: _____

Section 2: PREPARER'S INFORMATION

Signature

Printed Name

Department

Date

Section 3: EBO INFORMATION

Signature

Printed Name

Department

Date