Academic departments may use this form to request grants funds for undergraduate students. This form may NOT be used for stipends, sponsored program funds, payroll or other expense reimbursements. Complete Part A and forward to the appropriate Accounting office. See http://bfas.syr.edu for further information.

Forms received without Accounting Office approval will be returned to the issuing department

Awards for undergraduate students are limited to $1000.

Departments 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.

Department Grants are only posted to the student’s financial account in the Bursar Office. Please allow at least 10 working days from receipt of this request form in the Office of Scholarship Programs. All requests for checks must be made in writing to the Bursar Office.

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PART A

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

Student Name (First Middle Last)______________________________________________

SUID: ________________

Term (circle one): Fall Spring Both F & S Summer

Academic Year: ________________ (e.g. 2007-08)

CHARTSTRING:

<table>
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<th>Fund</th>
<th>Department</th>
<th>Program</th>
<th>Account</th>
<th>MyCode</th>
<th>Project</th>
<th>Activity</th>
<th>Budget</th>
<th>Reference</th>
</tr>
</thead>
</table>

Account Name: ________________________________________________________________

Authorized Signer (please print): ______________________________________________

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.

________________________________________  __________________________
Signature Dept/School/College

Date: ________________ Phone #______________ Email: ______________________

Accounting Office and Scholarship Office Only

1. Accounting Office Approval: ____________________________

2. FAO Initials: ______

3. Process Date: ____________________________

edit date: 5/05