

# Scholarship / Fellowship / Monetary Award Transmittal

Scholarship Name: \_\_\_\_\_

Banner Finance Fund Code: \_\_\_\_\_ Banner **Finaid** Fund Code: \_\_\_\_\_

\*Organization Code: \_\_\_\_\_ \*Account Code: \_\_\_\_\_ \*Program Code: \_\_\_\_\_  
*Signature on this form indicates approval for charges to indicated Finance Fund. \*For Trust funds and Grant Funds.*

Recipient's Name: \_\_\_\_\_

Recipient's Identification Number: \_\_\_\_\_  
 The identification Number is required for financial aid purposes. If the student is a resident alien, contact the Office of International Programs. International Programs will assist the student in obtaining an ID.

Academic Year: \_\_\_\_\_

**Award Period & Amount (Check All That Apply):**

- Academic Year: Specify total amount to be evenly split between fall and spring semesters \$ \_\_\_\_\_
- Fall Semester Specify Amount for Fall \$ \_\_\_\_\_
- Spring Semester: Specify Amount for Spring \$ \_\_\_\_\_
- Summer: Specify Amount for Summer \$ \_\_\_\_\_

**Specifications (Please answer yes or no):**

1. If the recipient will graduate after fall semester, should the scholarship be reduced by 50%?  Yes  No
2. If the donor agreement does not specify or no donor agreement exists, does the scholarship require minimum credit hour enrollment?  Yes  No

If yes, please specify minimum enrollment: \_\_\_\_\_

***If this is a scholarship or fellowship, you must attach FIN 1.10A that supports the student's eligibility in accordance with donor terms and conditions.***

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact Email Address: \_\_\_\_\_

Budget Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(For the identification number noted above if different from OSFA)*

Budget Authority Title: \_\_\_\_\_

Award Authority Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
*(If different from Budget Authority)*

Award Authority Title: \_\_\_\_\_

**Distribution:** Send completed form (and FIN 1.10A) to the Office of Scholarships and Financial Aid (Box 5951).  
**Exception:** For contract/grant accounts, forward completed form (and applicable documentation) to the Office of Sponsored Programs. The Office of Sponsored Programs will forward to Office of Scholarships and Financial Aid.