

# DSAS PAYMENT REQUEST

TO Graduate Student Services  
419 Latimer Hall

FROM \_\_\_\_\_  
name phone email

STUDENT \_\_\_\_\_ SID \_\_\_\_\_

PURPOSE OF PAYMENT (do not use for filing fee) \_\_\_\_\_  
 \_\_\_\_\_

CHARTSTRING      Fund                      Org                      Flex  
 [ ][ ][ ][ ][ ] - [ ][ ][ ][ ][ ] - [ 7 ][ 8 ] - [ ][ ][ ][ ][ ]

		Amount	Semester/year	# payments
Fees	\$	_____	_____	
Nonresident tuition	\$	_____	_____	
Stipend	\$	_____	_____	_____

CHARTSTRING      Fund                      Org                      Flex  
 [ ][ ][ ][ ][ ] - [ ][ ][ ][ ][ ] - [ 7 ][ 8 ] - [ ][ ][ ][ ][ ]

		Amount	Semester/year	# payments
Fees	\$	_____	_____	
Nonresident tuition	\$	_____	_____	
Stipend	\$	_____	_____	_____

SIGNATURE OF REQUESTER \_\_\_\_\_ DATE \_\_\_\_\_

SIGNATURE OF FUND MANAGER \_\_\_\_\_ DATE \_\_\_\_\_

FOR DEPARTMENTAL USE ONLY      INPUT BY \_\_\_\_\_      DATE \_\_\_\_\_

## INSTRUCTIONS FOR COMPLETING DSAS PAYMENT REQUEST

Use this form to request payments through the **Departmental Student Aid System**. In the Department of Chemistry, these payments are entered by Theodosia Valrey, Manager, Graduate Student Services in 419 Latimer Hall.

DSAS is used when you want to pay

a student's fees if (s)he has a fellowship that does not pay fees (DHS, ACS Med Chem, Novartis)

a student's fees when the student withdraws or takes a MS mid semester  
an incentive or recruitment award  
training grant stipends and/or fees  
class materials fee

DO NOT use this form for paying filing fee or health when a student is going on filing fee. Continue to use the form you have been using.

DSAS payments are **not** made through the Payroll system, but rather through the Disbursement system. Therefore, a -78- program code is required instead of -44-.

Have your fund manager sign the form and submit it to Theodosia Valrey, 419 Latimer.