Transfer Funds to Student Account

Instructions

Please take a minute to review the instructions to reduce errors and expedite the processing of these forms.

Departments are to complete the form 'Transfer Funds to Student Account' when there is a need to post a credit or payment from department funds to a student account. Examples may include reimbursement for funds paid directly to the department or when a department wishes to pay for a specific charge on a student's Campus Connection account. This form should only be used to make a payment to students for education related purposes. NDSU business-related reimbursements should processed through the Accounting office.

Please note the following:

- The Originating Department, the department providing the credit, should be the department initiating the form.
- The decision to pay Campus Connection charges must be in compliance with both NDSU and SBHE policy.
- Do not use this form to process waivers or stipends.
- Appropriated funds may NOT be used.
- If this payment/credit will be on a recurring basis, please visit with the Office of Financial Aid and Scholarships to determine if it would be more appropriate to establish a scholarship for disbursement of these funds.
- Use of an incorrect form, or submission of an incomplete form, will delay the process, as it will be returned to Originating Department for the appropriate corrective action.
  - If the payment/reimbursement is charging a grant (ex: fund range 40000-49999 and project # starts with FAR00…), route to the Grants and Contract Accounting Office.
  - If the transfer is charging a non-grant, Ag department only (ex: departments 7000-7980) route to the Ag Budget office.
  - If the transfer is charging a non-grant, non-Ag department, route directly to Customer Account Services.

The Transfer Funds to Student Account form will be entered into the general ledger with a journal entry starting with 'SA' followed by the reference number. This will help identify the type of transaction that is entered.

Steps to complete the form

Originating Department:

1. Obtain a required reference number.
2. To: specific student name and ID number. If for multiple students, enter "See below" to refer to section 5b. From: Department name.
3. Complete the 'Purpose' section. Be as descriptive as possible as to why you are reimbursing or otherwise providing a credit to the student. For example: 'Reimbursement to student who overpaid application fee.' This is a required field. Failure to properly complete this section may result in the form being returned. If a student is receiving payment from department funds based on an exception, please provide specific justification.
4. In the 'Originating Department' section, provide your department name and department number.
5. Complete the funds to be charged section below the 'Originating Department.'
   a. Complete all columns as necessary for the account/fund/dept./program/project and amount.
   b. Complete the 'Student Name/ID #' column with affected student information. If more than 5 students are part of one transaction, please list on a separate sheet with any additional documentation.
6. Personnel with originating department signature authority must sign and date the form, along with printing their name and phone # as requested.
7. The individual completing the form on behalf of the Originating Department must print their name and phone # as requested.

Customer Account Services:

1. Review Originating Department section of the form for completeness, accuracy, and adherence to NDSU and SBHE policy.
2. The 'Student name/ID#' column will be completed with student information. If more that one student is listed on the transfer, 'see above' is indicated to reference section 5b of the form.
3. Personnel with Customer Account Services signature authority will sign and date the form, along with printing their name and phone # as requested.
4. The person completing the 'Customer Account services' section of the form must print their name and provide their phone # as requested.
5. The payment/reimbursement will be posted to the student account and the entry to the appropriate funds will be made to the general ledger.

Originating department questions regarding this form should be directed to Customer Account Services, 701-231-7545.

NDSU | CUSTOMER ACCOUNT SERVICES
DIVISION OF FINANCE AND ADMINISTRATION

Transfer Funds to Student Account

Questions about this form? Please call 701-231-7545

This form is used to reimburse or otherwise pay for charges on an NDSU Campus Connection account. Do NOT use this form for any other purpose.

Reference #: SA

Please see reference number generator for next available number.

Date: _____

To: _____ From: _____

Purpose: (be detailed, 254 characters max.) *Required Field*

Be as detailed as possible, providing a clear explanation/description of the monies to be applied, and attach all appropriate supporting documentation. If transferring funds to more than one student account, please list each, up to 5 on the form. More than 5 students may be listed as a separate document.

Originating Department: Funds to be Charged Dept Name: _____ Dept #: _____

Account	Fund	Dept	Program	Project	Student Name and ID	Amount
					Total Charges:	

I have read and understand the instructions provided on page 1 of this form and certify that this payment meets all criteria outlined.

I acknowledge and authorize payment as indicated.

Signature of Originating Department (funds to be charged) **Date**

Signature of Originating Department {if required} (funds to be charged) **Date**

Print Name Phone #

Print Name Phone #

Top section completed by Phone #

Customer Account Services Use Only

Receiving Department: Funds to be Credited Dept Name: _____ Dept #: _____

Account	Fund	Dept	Program	Project	Student Name and ID	Amount
					Total Credits:	

Item Type: ☐ 690000000315 ☐ 690000000320 ☐ 680000012200 Journal ID: SA

Certification of payment applied:

Signature of Customer Account Services, Receiving Department **Date**

Print Name Phone #

Bottom Section Completed By Phone #

Originating Department:
Route this form to:
Customer Account Svs
Ceres Hall 302
Phone (701) 231-7545