

Departmental Payments

This form is for UNH departments wishing to make payment for an individual's expenses. Student Financial Services will post payment to the appropriate individual's Banner Student account.

WHO IS RECEIVING THE PAYMENT? (check all that apply)

<input type="checkbox"/> UG Degree Student	
<input type="checkbox"/> Non-Degree Student	
<input type="checkbox"/> Non-student	
<input type="checkbox"/> Visiting Scholar	
<input type="checkbox"/> Employee	<input type="checkbox"/> New employee not yet eligible for USNH tuition waiver benefit <input type="checkbox"/> Is payment for a class required by the department? <i>If payment is for a class which is <u>not required</u> by the department, please contact Payroll to cover the cost of the class through a payroll bonus. Classes that <u>are required</u> may be paid for through this form.</i> <input type="checkbox"/> Reimbursement of employee expenses (such as travel)? <i>If payment is for reimbursement of expenses, payment must be made through Accounts Payable.</i>
<input type="checkbox"/> Graduate student	<input type="checkbox"/> Matriculated student in graduate program <i>DO NOT USE THIS FORM - pay through department Finance Team as a Grad Waiver or Grad Scholarship.</i> <input type="checkbox"/> Non-matriculated grad student - <i>pay through this form.</i>

Payment Requested By:

Department	
AWARD Description	
FOAPAL	
expense(s) to be covered by the payment	
Term	
Total Amount in USD	
Number of Students	

Fill out table in the link below

[Departmental Payment Table.xlsx \(will open in web browser download\)](#)

Form Filled By:

Name:

Signature:

Date:

RETURN COMPLETED FORM and EXCEL TABLE TO STUDENT FINANCIAL SERVICES

Attention: Jodi Wolbert and Patricia Chahoud

- Fax: 603-862-2626

- Email: Jodi Wolbert (jodi.wolbert@unh.edu) and Patricia Chahoud (patricia.chahoud@unh.edu)
- Campus Mail: Student Financial Services, Stoke Hall