**PREPARER INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Originating Office: |  | Date: |  |
| Preparer’s Name: |  | Preparer’s Phone: |  |

**AWARD INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Awarding Agency: |  | Total Award: |  |
| \*Student’s Name |  | Student’s Banner ID#: |  |
| Index – Account # |  | \*\*Detail Code: |  |

\*This form can only be used for students that are registered at New Mexico Tech for the active semester.

\*\*A detail code must be established by the Business Office prior to submitting this form. Contact the Business Office at ext. 6453 for assistance.

**DISBURSEMENT SCHEDULE:**

|  |  |
| --- | --- |
| **Date** | **Amount** |
|  |  |
|  |  |
|  |  |
|  |  |
| Total | $0.00 |

**STUDENT CERTIFICATION:**

|  |  |
| --- | --- |
| I certify that I am a citizen of the country of | Enter country of citizenship |
| By signing below, I certify that I understand that I am not expected to perform any services on behalf of New Mexico Tech for accepting this assistance. | |
| Student Signature and Date: |  |

**REQUIRED SIGNATURES**

|  |  |
| --- | --- |
| **Dept. Head / PI Printed Name** |  |
| **Dept. Head / PI Signature & Date** |  |
| **Business Office Signature & Date**  (Fidel 234A or Wells 123) |  |
| **Graduate Office Signature & Date**  Graduate Students Only  (Fidel 275) |  |
| **Sponsored Projects Signature & Date:**  Only Restricted Funds & Funds beginning with 2  (Wells Hall Suite 11) |  |
| **Financial Aid** (Fidel 222) |  |

This form must be submitted to the financial Aid Office for disbursement to the student’s account. If any information or signatures are missing, the form will be returned to the originating office for corrections.