

## Instructions

### Student Ad Hoc Payment Request

#### Purpose

1. Authorize payments to students for awards and prizes, for example:
  - ◆ Grant awards made to students for research projects
  - ◆ Door prizes awarded at student engagement events
  - ◆ Grant awards made to students for travel
  - ◆ Student awards for participation in university funded research expos
2. Authorize non-compensatory student stipends and student scholarship award payments under the following condition:
  - ◆ When the stipend or scholarship cannot be processed through the Student Information System.

**Contact Person:** Enter the name, phone and email for the person Accounts Payable should contact with any questions or information about the request.

**Payment Description:** Enter the name of the stipend or scholarship award.

**Date:** Enter the date the request is initiated.

**Total Amount:** Leave blank, the form will calculate the total amount based on the amounts entered in the Lines Section of the form.

**Payment Due Date:** Enter the date payment should be made, or if payments should be made in installments over a period of time leave this field blank and enter the payment schedule in the Description/Special Instructions Section.

**Handling Code:** Select the appropriate handling code. This instructs the cashier's desk how to handle check disbursements.

**Payee Information:** Enter the student's Full Name, Trojan ID number (T#), and complete mailing address.

**Payment Amount:** Enter the payment amount.



**Driver Worktags:** Select an additional “Driver Worktag” type as needed - you will select the desired “Driver Worktag” type from the drop-down menu, then add the appropriate worktag in the line below.

**Spend Category:** Select the appropriate Spend Category from the drop-down menu.

**Cost Center:** Enter the Cost Center Worktag.

**Additional Worktags:** You are required to enter a Fund Worktag. The NACUBO Function Worktag is pre-populated. If you need to add a Site Worktag or Assignee Worktag you may do so, by selecting the desired Worktag type from the dropdown menu next to the NACUBO Function column. Please note that the Site Worktag is reserved for the Law School, Athletics, and Housing.

**Description/Special Instructions:** Enter a description of the transaction and any special instructions. Please indicate the payment schedule (amount, frequency, and/or dates) for Stipend or Scholarship Awards if the payments should be spread out over a specific period of time.

**Approvals Section:**

**Requestor Signature:** The person requesting the payment must sign the form.

**Budgetary Head Signature:** The person authorized to approve financial transactions.

**Financial Aid Signature:** Route to Financial Aid for approval.

**ORSP Signature:** Route to ORSP, ONLY if you selected a Grant Worktag.

**Submission Instructions:** Submit the completed form with all required signatures through the following link: <https://ualr.edu/financialservices/apdocuments/>

Please **DO NOT** email duplicate copies of your documents directly to  
**Accounts Payable.**

**Student Ad Hoc Request MUST** be submitted with supporting  
**documentation.**