

Texas A&M International University

Business Office - Request for Payment to Student

Originating Dept: _____

Requestor: _____

*Requested Payment Disbursement Date: _____

** Dependent on receipt of form with sufficient processing time.*

| |
|--------------------|
| FAMIS Account # |
| BANNER Detail Code |

IMPORTANT : It is the responsibility of the originating department to confirm that the recipient is eligible to receive the funds requested hereto. If a student has an outstanding balance owed to TAMIU, the payment may be applied to the balance. Each form submitted must include authorized approval signatures.

Funds are posted to student accounts weekly on Thursday for Friday disbursement to student's banking preferences, except for holidays or when other necessary changes to the banking schedule are required. This request should be routed for approvals and delivered to the business office (or by email: businessoffice@tamiu.edu) by Wednesday to allow for sufficient time to post to student accounts (with the normal banking schedule).

| | Last Name | First Name | MI | Student ID# | Amount |
|----|-----------|------------|----|-------------|--------|
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| 24 | | | | | |
| 25 | | | | | |
| | | | | Total | |

Required Routing / Signatures:

Supervisor: _____ Date: _____

Budgetary Department Head: _____ Date: _____

If Grant Funds - Grant Office: _____ Date: _____

Comptroller's Office: _____ Correct routing: _____ Sufficient Funds: _____