



SACRAMENTO
STATE

Business Matters @ Sac State

TOPIC: NEW Payment to Student Process – Effective Immediately

DATE: March 10, 2023

TO: Campus Business Partners, Deans, Associate Deans, Department Chairs, Directors, and Managers

FROM: Tabitha Leeds, Senior Director, Accounting Services

WHO: Applies to *ALL* areas wanting to issue payments to students

- We ask that if you have a payment that used to be a stipend or reimbursement, please fill out [this new form](#) and submit it early for review.

WHAT: **NEW Payment to Student Process**

- Stipends as a form of payment can **no longer** be used on campus.

WHEN: **Effective Immediately.** If an approved form is not part of a payment request, the Financial Services and Financial Aid teams will refer the submitter to this process.

WHY: To help campus reach compliance with Federal, State, and CSU rules.

NEW Payment to Student Process

- Complete the form
 - The new form is attached and contains the definitions of the types of payments that can be given to students and the reasoning behind them.
 - **All Scholarships** have to have documentation for how the recipient was chosen.
- Send the form to the Payment to Students Review Committee (paymentstostudents@csus.edu)
 - The committee will review requests each week and will reach out to the departments once the review is complete and the department can move forward.
 - The goal is to have a 10 – 15 day turnaround on these items, but in the beginning, it may take a bit longer.

Thank you in advance for your compliance with the new process and patience during the implementation. In the beginning, the committee will review all payments on campus to ensure the payment is recorded in the correct type and to create an approvals list for future reference. This may include some follow-up between the submitter and the committee for additional information or the creation of a criteria checklist for those who want to do a Non-Qualified Scholarship.

If you have questions, please contact the Payments to Students Committee at paymentstostudents@csus.edu.