

Standard Operating Procedure (SOP)
Payments to Students
Non-Qualified Scholarships and Awards/Prizes

Purpose

To ensure all Payment-to-Student requests are processed accurately, comply with regulations, and align with the student's Cost of Attendance (COA).

Scope

Applies to all departments initiating payments to students through non-qualified scholarships or awards and prizes.

Process Overview

All Payment-to-Student requests must go through:

1. **Payment-to-Student Request** (Accounting Services)
 2. **Precheck and Approval** (Scholarship Office)
 3. **Disbursement Request** (Bursar's Office)
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Step 1: Approval from Accounting Services

Action: Submit the completed Payment to Student Request Form

Email: accts-01@skymail.csus.edu

Outcome:

- If approved, the form will be signed and returned to you.
 - If your payment is a non-qualified scholarship or award/prize, proceed with the next steps.
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Step 2: Precheck and Approval (Scholarship Office)

Action: Submit request for eligibility review.

Email: scholarshipfaqs@csus.edu

Required Attachments:

- Approved *Payment-to-Student Request*
 - Excel spreadsheet (REQUIRED format) including:
 - Student ID
 - Student Name
 - Award Amount
 - Term (semester)
 - Account information
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Step 3: Disbursement Request (Bursar's Office)

Action: Submit disbursement request *after* Scholarship Office approval is received.

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Required Attachments:

- Approved Payment-to-Student Request
- Scholarship Office approval email
- Excel spreadsheet with notes from Scholarship Office