

Please use the Adobe Sign work flow from the Aba forms page. This is just for informational purposes.



SACRAMENTO STATE

Redefine the Possible

Accounting Services

6000 J Street * Modoc Hall Suite 3001 * Sacramento CA 95819

(916) 278-4679

Payment to Student Request Form

This form needs to be approved by Accounting Services before making an agreement with a student.

Business Unit: _____ Dept ID: _____ Fund: _____ Class: _____

How many students will be paid: _____ How often will students be paid: _____

When are payments expected to be made: _____

Describe reason for paying student:

Will the student do something to receive the funds: Yes No If so, what will they do?

Are the funds contingent on completion of educational milestones: Yes No

If so, what educational milestones are needed?

Do you want these funds to apply to student debt if applicable: Yes No

Select...

Please choose a category of payment type from the list below: _____

(If unsure please contact Accounting Services.)

Categories of Payments:

1. Payment for Services – These items are reportable on the W-2 or a 1099
 - a. Wages – W-2 reportable: Student Assistant Pay, Paid Internships,
 - b. Contract Work – 1099 Reportable: Pay to offset cost of work performed, Payment for performance, Payment as a thank you for helping a department with a project (Previously referred to as a stipend).

2. Awards/Prizes – These Items are reported on 1099 M
 - a. Raffle Drawings, Best project/paper awards, survey participants give aways
 - b. Gift Cards given as prizes are reportable to AP no matter the amount given.
 - c. Awards (Contest Winnings) and Prizes may be money, but also may be tangible items, both need to be reported.

3. Reimbursements – Sac State must be primary beneficiary – Not tax reportable due to being a business expense.
 - a. Travel, Mileage, Food, direct program, or project related expenses (this does not include personal expenses for projects, and programs only expenses that have business purpose)

4. Scholarships – These are reported on the 1098T
 - a. Qualified Scholarships cover tuition and related fees
 - b. Non-Qualified Scholarships cover multiple items: Emergency grants, books, other fees, basic needs, ASI scholarships, Project Rebound, Food, etc.

Name of Requester: _____ Email Address: _____

Signature: _____ Phone #: _____

Reviewed and Approved:

You will need at least one higher level approver or DOA.

	Name	Signature	Date
First Level Approver			
Second Level Approver			

If you have questions, please contact Accounting Services. paymentstostudents@csus.edu

Payment to Students Approver: _____

Date: _____

First Level Approver: Department head, Director, Sr. Director, etc

Second Level Approver: Dean, Chair, AVP, etc

Please attach source of funds documents, flyers, or any other documentation that will help us determine this is an allowable payment to a student to this form.

This form is not official approval of your expenses. Please make sure you follow the steps below once this form is signed.

1. Contact Financial Aid to make sure the student has room in their budget
2. Contact the appropriate department for next steps:
 - a. Class and Comp for Independent Contractor Request Forms
 - b. HR to hire a student
 - c. Accounts Payable/Travel to pay a reimbursement
 - d. Procurement for Requestions
 - e. Financial Aid to disburse scholarships or aid
3. You will need to verify all policies and processes with each department.
 - a. EX: Awards and Prizes must be marked as such when purchased.