

**SCHOLARSHIP AUTHORIZATION
FOR THE SCHOOL YEAR _____**

DEPT. _____ ENDOWMENT NAME _____ Banner Code (*REQUIRED*) _____

Recipient	T-NUMBER	Total Award	Summer Amount	Fall Amount	Spring Amount	Comments
	TOTAL	\$	\$	\$	\$	

COPY AND SEND ORIGINAL TO THE FINANCIAL AID & SCHOLARSHIPS OFFICE

Instructions:

1. The amounts authorized above will be set up and automatically awarded for all applicable semesters.
2. T- Number has to be filled in.
3. List recipients receiving amounts from different Banner accounts on separate authorization forms.
4. **UNDERGRADUATE STUDENTS CANNOT BE REQUIRED TO WORK FOR SCHOLARSHIPS.**
5. **INCOMPLETE FORMS WILL BE RETURNED TO THE DEPARMENT.**

Initiated by _____ Date _____

Approved by _____ Date _____