

## Wake Forest Student Disbursement Form

### Student Information Section

To be completed by the student or department

Date:	<input type="text"/>	Disbursement Delivery (if applicable):	<input type="text"/>
Student Name:	<input type="text"/>	Address (for mailing)	<input type="text"/>
Student ID#		Phone # (if picking up)	
Type of Student Disbursement (choose one): <input type="checkbox"/> Cash/Check <input type="checkbox"/> Non-cash			

### Department Information Section

To be completed by the department: **Please answer all questions completely** and return this form with any supporting documents to **Accounts Payable - University Corporate Center (UCC)**

1. Is it a Restricted Fund/Account? (Check account number supplied at bottom of form)

No  Yes

2. Is the student a citizen or a permanent resident of the United States?

No, please attach the completed "Foreign National Information Form"  Yes

3. Is this payment for international travel?

No  Yes, please attach a copy of the "International Travel Form" approved by the Center for International Studies

4. Are services required? Services are defined as a student performing an activity that benefits Wake Forest University and results in a payment to the student of cash, benefits, tuition or other valuable items.

No  Yes

5. Is this a payment for educational costs required by a course that is recorded on the student's WFU transcript?

No  Yes, please complete questions A-E

A. Please itemize additional/special course costs:

B. What term will the student be registered for when the costs are incurred?

C: What is the course(s) name(s) & number(s)?

D. What school/program is the student enrolled in?

E. Name of the financial aid award:  F: Requested Date of Disbursement:

6. Is this payment a result of a prize? A prize is defined as a payment to a student due to winning a competition that is not related to education or scholastic efforts.

No  Yes Name of competition/prize:

7. If the answers to questions 4-6 have all been no, then please briefly explain the reason for the disbursement to the student:

Signature of approver (REQUIRED): \_\_\_\_\_ Contact Phone if questions:

Printed name of approver:  Amount:

Budget Account Number (REQUIRED): Fund Department Account Activity