Request/Approval for New Financial Aid ID

FINANCIAL AID ID CREATION INFORMATION

Requester Organization/Dept: ____________________________ Phone: ____________________
Requester (Print): ____________________________ E-mail: ____________________
Requester Signature: ____________________________ Date: ____________________

Aid Fund Description (Aid ID Name): ____________________________

YOU ARE REQUIRED TO ATTACH ALL OF THE FUND DOCUMENTATION, WHICH SHOULD SUPPORT YOUR SELECTIONS BELOW.

Object Code:

- [ ] 75100 - Undergraduate Scholarship
- [ ] 75200 - Undergraduate Prize
- [ ] 75102 - Graduate Scholarship/Fellowship
- [ ] 75202 - Graduate Prize
- [ ] Other: ____________________________

Funding Source Function Activity Organization Entity

1 Source:
- [ ] Institutional
- [ ] Non-Institutional

2 Type:
- [ ] Gift
- [ ] Loan
- [ ] Resource
- [ ] Work

Class:
- [ ] Undergraduate
- [ ] Graduate
- [ ] Both

Need:
- [ ] Merit
- [ ] Need based
- [ ] Non-need based

Designation:
- [ ] Restricted
- [ ] Endowed
- [ ] Federal
- [ ] Internal
- [ ] State
- [ ] E&GO
- [ ] 3rd Party
- [ ] Outside

Credit to Student’s Account:
- [ ] Yes
- [ ] No

Who Selects the Recipients:
- [ ] Institutional
- [ ] Donor or External Agency

STUDENT FINANCIAL AID OFFICE USE ONLY

Offer Max: ____________________________ Renew (circle one): M / P / B
Currency: ____________________________ 000000
Aid ID Aid Year Center # Sort Order

Commodity Code SAO Date

REQUIRED SIGNATURES

Asst. Director of Student Financial Aid - BL ____________________________ Date ____________________

Assoc. Director of Student Financial Aid - ET ____________________________ Date ____________________

Brian Hill, Director of Student Financial Services ____________________________ Date ____________________

PLEASE ALLOW 7 BUSINESS DAYS FOR PROCESSING.

1 For appropriate selections, consult FMP Appendix B - Funding Sources at: https://www.cmu.edu/finance/systems/documentation/reference.html

2 For Fellowships/Scholarships/Grants, always select Gift.