Departmental Payments
This form is for UNH departments wishing to make payment for an individual’s expenses. Business Services will post payment to the appropriate individual’s Banner Student account.

WHO IS RECEIVING THE PAYMENT? (check all that apply)

- Degree Student
- Non-Degree Student
- Non-student
- Visiting Scholar

If payment is for a class which is not required by the department, please contact Payroll to cover the cost of the class through a payroll bonus. Classes that are required may be paid through this form.

- Employee
  - New employee not yet eligible for USNH tuition waiver benefit
  - Is payment for a class required by department?
  - Reimbursement of employee expenses (such as travel)?

- Graduate student
  - Matriculated student in graduate program
  - Non-matriculated grad student - pay through this form.

INFORMATION NEEDED:

Name
Student ID#
What is expense is payment meant to cover?
$ Amount (if known)

TRANSFER FUNDS:
Create a journal – JEDP (one line only)
- debiting your department’s FOAPAL (fund, org, account)
- JEDP will automatically credit our Banner Student account

Email the document number to Elizabeth Stevens in Business Services (elizabeth.stevens@unh.edu)
Once document is posted in Banner Finance, Business Services will post in Banner Student

RETURN COMPLETED FORM TO BUSINESS SERVICES
Attention: Elizabeth Stevens
- Fax 862-2626
- Email - elizabeth.stevens@unh.edu
- Campus Mail to Business Services, Stoke Hall