

## 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)	
<input type="checkbox"/> Degree Student	
<input type="checkbox"/> Non-Degree Student	
<input type="checkbox"/> Non-student	
<input type="checkbox"/> Visiting Scholar	
<input type="checkbox"/> Employee	<input type="checkbox"/> New employee not yet eligible for USNH tuition waiver benefit <input type="checkbox"/> Is payment for a class required by department? <i>If payment is for a class which is <u>not required</u> by the department, please contact Payroll to cover the cost of the class through a payroll bonus. Classes that <u>are required</u> may be paid through this form.</i>  <input type="checkbox"/> Reimbursement of employee expenses (such as travel)? <i>If payment is for reimbursement of expenses, payment must be made through Accounts Payable.</i>
<input type="checkbox"/> Graduate student	<input type="checkbox"/> Matriculated student in graduate program <i>If payment is for matriculated grad student, pay through department BSC as a grad waiver or grad scholarship.</i>  <input type="checkbox"/> Non-matriculated grad student - <i>pay through this form.</i>
INFORMATION NEEDED:	
Name	
Student ID#	
What is expense is payment meant to cover?	
\$ Amount (if known)	
TRANSFER FUNDS:	
Create a journal – JEDP ( <i>one line only</i> )	
<ul style="list-style-type: none"> <li>• debiting your department's FOAPAL (fund, org, account)</li> <li>• JEDP will automatically credit our Banner Student account</li> </ul>	
Email the document number to Elizabeth Stevens in Business Services ( <a href="mailto:elizabeth.stevens@unh.edu">elizabeth.stevens@unh.edu</a> )	
Once document is posted in Banner Finance, Business Services will post in Banner Student	
RETURN COMPLETED FORM TO BUSINESS SERVICES	
Attention: Elizabeth Stevens	
<ul style="list-style-type: none"> <li>• Fax 862-2626</li> <li>• Email - <a href="mailto:elizabeth.stevens@unh.edu">elizabeth.stevens@unh.edu</a></li> <li>• Campus Mail to Business Services, Stoke Hall</li> </ul>	