

INTERNAL STUDENT SCHOLARSHIP PAYMENT REQUEST

Part 1 – Student Details (School)

SURNAME: _____ FIRST NAME: _____

STUDENT ID: _____ SPONSOR NAME: _____

SPONSOR ID: _____ TERM CODE: _____

Part 2 – Department Details (School)

SCHOOL NAME: _____

SCHOLARSHIP AMOUNT: \$ _____

PAYMENT APPROVED: _____

Signature

Name

Position

Date

Part 3 – Journal Details (Client Accountant)

	Centre	Project	Acct	Cam	Ent	Tp	Debit	Credit	Tax	Type	Code
HECS/Fees			770				\$		Yes	Sup/Tax	Free
St Assn:			770				\$		Yes	Sup/Tax	10%
GST:	09999	00000	0866	99	31	00	\$		Yes	Sup/Tax	10%
Clearing:	09999	00000	0277	99	31	00		\$	No		

Details: _____

Journal Batch Name: _____ Date: _____

Student Sponsor debt details checked on Banner (SPON001): ☐ (Yes/No)

Posting Complete: _____ (signature)

Part 4 – Receipt Processing (Accounts Receivable)

Receipt No: _____ Date: ____/____/____

ONESTOP transaction code: **018** (Internal Scholarships) Student ID: _____

Receipt Complete: _____
(Signature) (Print name)