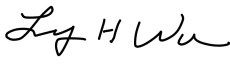


Procedure Number: AC011

Date: December 1, 2003
Revised: December 17, 2022



Lih Wu, Chief Financial Officer

Title: Procedure for reporting student stipend payments to the Financial Aid Office.

Statement

This procedure is established to document the collection and reporting of student stipend payment information to the Financial Aid Office.

Purpose

To provide a process for the collection and reporting of student stipend payment information to the Financial Aid Office.

Procedure

Faculty members forward check requests for student stipend payments to the TUC Sponsored Programs department. Check requests should include proof of enrollment and CSUN student identification number.

Sponsored Programs Administration Department:

1. Validates the authorizing signature by comparing the signature on the check request against the approved signature on file. If the signature is not valid, the check request is returned to the originator.
2. Checks the respective grant to verify funds availability. Once funds availability is established, Sponsored Programs personnel sign off on the check request and send to Accounts Payable.

Accounts Payable Department:

1. Performs verification steps using the check request or information attached:
 - a. Verifies enrollment information for each student. Any of the following is acceptable as proof:
 - i. CSUN SOLAR query advisement report
 - ii. Class schedule from: CSUN Web Service Portal or Self Service Study List
 - b. Verifies the CSUN student identification number by matching the number on the student back up documentation (ID cards or schedule) to the check request.
 - c. Inputs the check request information into the PeopleSoft system
2. After the check request information is input, PeopleSoft either deposits the payment electronically or produces a paper check. A paper check is either mailed to the student or picked up by the student at the front counter. The originator of the check request specifies handling instructions.

3. The Accounts Payable Manager then runs monthly query on the PeopleSoft system which provides student stipend payment information. This query is downloaded into an Excel file which is then emailed to the Financial Aid Office each month.