

GRANT / DEPARTMENTAL FUNDED STUDENT PAYMENTS

1. Departments or Grant Principal Investigators (PI) wanting to use grant or departmental funds to make payment towards a student's **TCNJ tuition and fees, on campus housing, and/or on campus meal plan**, please complete **Form A**. This form can be found at: <https://finance.tcnj.edu/forms/#grantforms>. These funds will be applied towards the charges on their PAWS account.

OR

Departments or Principal Grant Investigator (PI) wanting to use grant or departmental funds to make payment as a **stipend or off campus housing or meals**, please complete **Form B**. This form can be found at: <https://finance.tcnj.edu/forms/#grantforms>. These funds will be issued directly from the College's Accounts Payable operation.

2. Please complete the following sections of the form:

FORM A

- Purpose of Student Award
- Semester and Year
- Type of Payment
- Student Name, PAWS ID, and Amount
- Chartfields to be charged**
- PI or Department Head signature and date

FORM B

- Purpose of Student Award
- Semester and Year
- Type of Payment
- Student Name, PAWS ID, Address, and Amount
- Chartfields to be charged**
- PI or Department Head signature and date

** Please ensure the chartfields to be charged have sufficient budget to support the charges requested. Please submit a [Budget Reallocation Form](#) if you need to reallocate budget to support the charges. Please use the appropriate account based on the type of payment:

Account Description	Account Number
Financial Aid	58300
Stipends Expense	58400
Scholarships	58405
Housing Room Charges	54005

3. Once completed and signed, please route the form as shown below:

FORM A

- PI / Department
- Finance & Business Services for budget approval (Jeanette Vega for grants; Dana Van Nostrand for departments/programs)
- Student Financial Assistance
- Student Accounts

FORM B

- PI / Department
- Finance & Business Services for budget approval (Jeanette Vega for grants; Dana Van Nostrand for departments/programs)
- Student Financial Assistance
- Accounts Payable (Debra Watson)

4. If funds are being applied to the student's PAWS account, this will be done by Student Accounts.
5. If funds are being processed in the form of a payment to the student, this will occur by Finance & Business Services (Accounts Payable). If the student wishes to receive the payment from Form B in the form of direct deposit instead of a check, this must be indicated on the form and the student must have signed up for direct deposit in PAWS.