



OFFICE OF FINANCIAL AFFAIRS
DIVISION OF FINANCE AND FACILITIES
DEKALB, ILLINOIS 60115-2854
(815) 753-1134

To: All departments
From: Controller's Office
Date: August 28, 2009
Subject: Stipends and scholarship payments paid through Accounts Payable

Important Note- this memo does not apply to payments that are made through the Payroll system.

Effective immediately, all non-taxable payments for stipends, scholarships, fellowships, dissertation support or equivalent payments should be processed through the Financial Aid Office instead of the Accounts Payable Office. The Financial Aid Office will need the following information to process the transaction:

- Student name
- Student ID
- Amount of payment(s) and due date(s), where the due date needs to conform to one of the following choices:
 - monthly disbursements
 - bi-weekly
 - even across the terms
 - lump sum
- Payment priority - does this payment get applied to the student account, if yes- what type of charges can the payment cover, or does the student receive the entire amount.
- Name of the award
- Chartfield information, including:
 - Fund
 - Department
 - Cost Center
 - Class
 - Account Code

For taxable payments (non-employment related), please mark the check request box 1099 vendor "Yes", and send to Accounts Payable for processing.

Accounts Payable will forward all non-taxable requests received to the Financial Aid Office for processing.