

Texas A&M International University

Scholarship Disbursement Requisition

1. FAMIS Account Number: _____
2. Scholarship Name: _____
3. Originating Department: _____

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|--------------------------------|
| 4. Semester and Academic Year: |
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|--------------|----------|
| FA Fund Code | SDR SEQ# |
|--------------|----------|

5. Beginning Account Balance as Per FAMIS minus any outstanding SDR's not reflected in FAMIS: \$

| Last Name | First Name | MI | Banner ID | A/O | Amount | Notes |
|-----------|------------|----|-----------|-----|--------|-------|
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Important: It is the responsibility of the originating department to confirm that the recipient is eligible to receive this Scholarship under the TAMIU and/or Donor guidelines.

Required Signatures

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Originator

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Scholarship Committee Chair, and/or
FAMIS Account Responsible Person

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Financial Aid – Scholarship Coordinator

INSTRUCTIONS FOR COMPLETING SCHOLARSHIP DISBURSEMENT REQUISITION (SDR)

1. **FAMIS Account Number:** Indicate the FAMIS account number where the funds will be disbursed from.
2. **Scholarship Account Name:** Indicate the name of the Scholarship.
3. **Originating Department:** Indicate the name of the department submitting this request.
4. **Semester and Academic Year:** Indicate the semester(s) and fiscal year when these disbursements are going to be released.

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|----------------------|---------------|
| EXAMPLE: Semester(s) | Academic Year |
| Fall & Spring | 20-21 |
| Fall Only | 21-22 |
| Spring Only | 22-23 |
| Summer Only | 23-24 |

5. **FA Fund Code and SDR SEQ #:** Indicate which fund code correspond to the account and if sending multiple SDR's add the sequence number.

RECIPIENT SECTION (This section is to be used for recipient information.)

Enter the following information for each recipient:

- Last Name
- First Name
- Middle Initial
- Campus Wide Identification Number (Do NOT use Social Security Numbers)
- Athlete students ONLY: If the recipient is an athlete student you must indicate if this award was given due to the athletic ability (A) or other reason such as academic (O).
- Amount of award

REQUIRED SIGNATURES (This section must be signed by the appropriate person.)

- **Originator:** The person creating this form must sign and print name.
- **Scholarship Committee Chair/FAMIS Account Responsible Person:** If a committee was used for the selection of these recipients the chair of the committee must sign this form and/or the person responsible for this account must sign if approving these disbursements.
- **Financial Aid – Scholarship Coordinator:** Coordinator will review and post awards.

DEADLINES

- **Deadline for the SDR form to be received by the Office of Financial Aid in order to disburse these awards prior to tuition and fees being due per semester is:**
 - Two weeks before tuition and fees are due for the semester based on the University Academic Calendar (available on-line at www.tamtu.edu).
 - The SDR may be submitted via-email to scholarships@tamtu.edu
 - All forms received after the deadline will be processed as received.
 - **NOTE: If any late fees are assessed to the student and your scholarship/grant was going to cover all of the tuition and fees your account will be billed for the late fees when the SDR was not received by the deadline.**