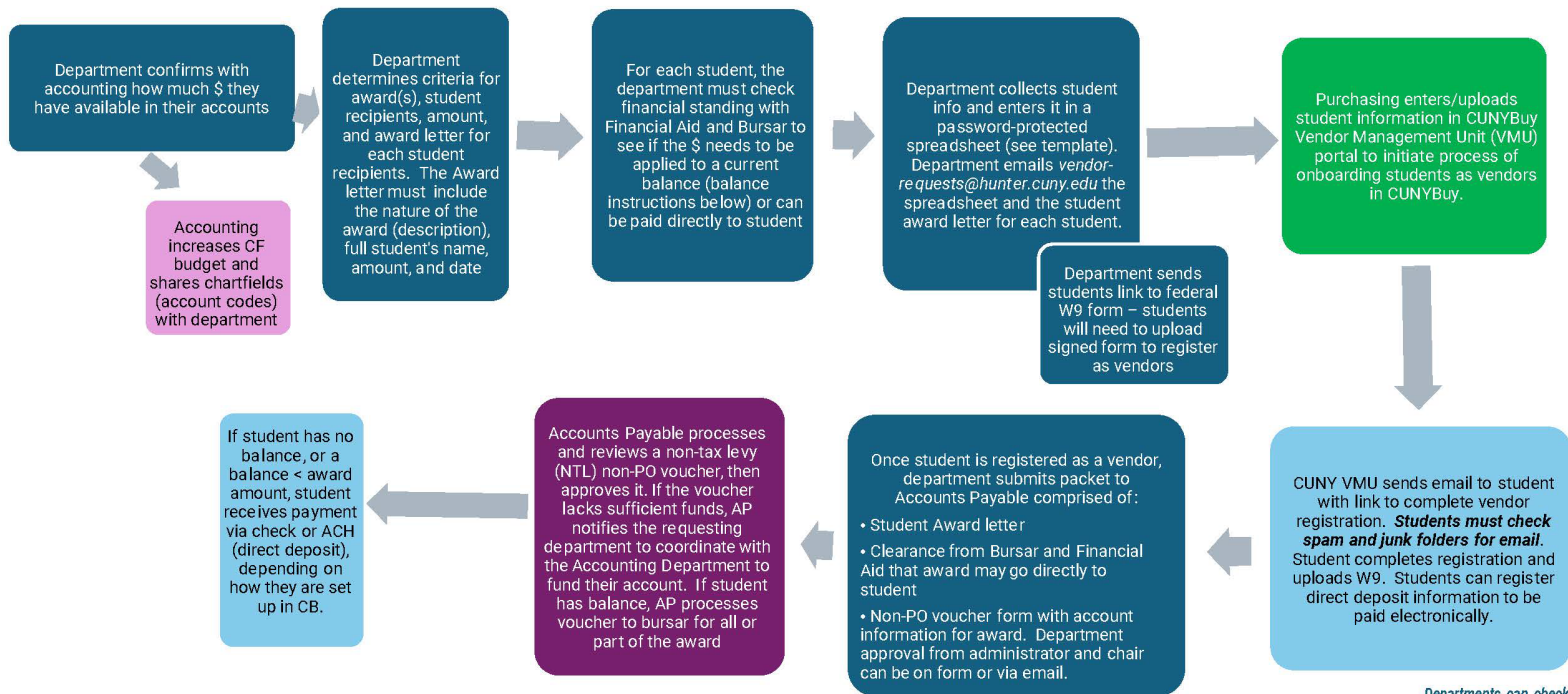


Student Award – Training

April 2025

Student Award Process



Key:

Department

Accounting

Accounts Payable

Purchasing

Student

Departments can check student vendor status in CUNYBuy

Confirm Funding

Departments email accounting office at ask-accounting@hunter.cuny.edu to:

- **Confirm balances**
- **Note chartfields/account info for payment - chartfields will need to be entered into non-voucher PO form that goes to Accounts Payable**

Confirm Student Account Status

Departments contact Bursar and Financial Aid to confirm that student can receive funds directly

- **If a student owes a balance in the current term, funds must go through Financial Aid and be applied directly to balance**
 - **If funds are going through Financial Aid, student must have FAFSA on file, or complete one**

Departments enter student info to [spreadsheet \(Click to download template\)](#) and email as follows:

- **Subject line:** Financial Aid/Bursar Clearance
- **Addressed to:** sships@hunter.cuny.edu, aman@hunter.cuny.edu, cc jose.diaz69@hunter.cuny.edu & ap1781@hunter.cuny.edu

[illegible]

Student Awards – Direct Payment

- **Students receiving awards or prizes must be registered as vendors in CUNYBuy.**
- **Purchasing will only initiate competition-based Student Awards that qualify for vendor registration in CUNYBuy.**

Streamlined Student Award Process

Vendor Registration Step 1: Department Submission to Purchasing

Email vendor-requests@hunter.cuny.edu with:

- **Completed** [Spreadsheet Award Recipients.xlsx](#)

[illegible]

Streamlined Student Award Process Cont.

Department of Chemistry
Phone (212) 772-5330
Fax (212) 772-5332

HUNTER

- Student Award letter
 - **Addressed to student** (Includes student's full name)
 - **Award Details – Name of Award, amount**
 - **Clearly states how the student won the award.**
 - **Dated.**

Date

Student LEGAL NAME
Home Address

Dear Student LEGAL NAME

I am pleased to inform you that you have been chosen to receive the Name of Award award for an outstanding undergraduate student majoring in chemistry. Fill in a reason, this is an example

You will receive a award of \$\$\$ in recognition of excellence in your academic performance.

Congratulations and we wish you a continued success in your career.

Sincerely,

Signature

Prof. Akira Kawamura
Chair

SAMPLE LETTER THAT HAS BEEN APPROVED.

Key Documentation Guidelines

Do NOT use the following terms in award documentation:

- “Scholarship”
- “Grant”
- Do NOT specify how awarded funds should be used.

Use correct terminology & follow submission guidelines to avoid rejections.

Streamlined Student Award Process Cont...

Vendor Registration Step 2: Purchasing Initiates Registration in CUNYBuy

- CUNY VMU reviews the request.
- Automated email sent from:

donotreply.cunybuy@cunyfirst.cuny.edu

to student to complete registration.



Streamlined Student Award Process Cont..

Vendor Registration Step 3: Student Completes Registration

- **Student provides their contact information, address, and other necessary details.**
- **CUNYBuy's registration process will guide them step-by-step to input all required information.**
- **While registering, students can enter direct deposit information to receive funds electronically instead of via paper check.**
- **If the student does not complete registration, they will not be entered in CUNYBuy and will not receive their award.**

Continue Payment Process for Student Vendors

Once students are processed as vendors, send student packets to Accounts Payable. Packet for each student should include:

- Student Award Letter
- Confirmation from bursar/FA that student is cleared to receive payment directly
- Non-PO voucher form for each student with student info & account details
 - Department can sign form or email authorization

Email packets to ntl-invoices@hunter.cuny.edu

Final Steps!

Once Accounts Payable processes the payment voucher:

- **Students will receive payment in a few days if they registered for ACH**
- **Paper checks are printed weekly**
 - Paper checks are mailed to the address student provides unless they specify pickup
 - Check pickup times will be scheduled by appointment
 - Only the student can pick up their check unless they authorize the department or someone else to pick it up

Resources

Use [this link](#) to access all documents together, zoom recording, and download files