

Student Award – Training

April 2025

1400

Student Award Process

Department confirms with accounting how much \$ they have available in their accounts

> Accounting increases CF budget and shares chartfields (account codes) with department

Department determines criteria for award(s), student recipients, amount, and award letter for each student recipients. The Award letter must include the nature of the award (description), full student's name, amount, and date

For each student, the department must check financial standing with Financial Aid and Bursar to see if the \$ needs to be applied to a current balance (balance instructions below) or can be paid directly to student

Department collects student info and enters it in a password-protected spreadsheet (see template). Department emails *vendorre* quests@hunter.cuny.edu the spreadsheet and the student award letter for each student.

> Department sends students link to federal W9 form – students will need to upload signed form to register as vendors

Purchasing enters/uploads student information in CUNYBuy Vendor Management Unit (VMU) portal to initiate process of onboarding students as vendors in CUNYBuy.

If student has no balance, or a balance < award amount, student receives payment via check or ACH (direct deposit), depending on how they are set up in CB. Accounts Payable processes and reviews a non-tax levy (NTL) non-PO voucher, then approves it. If the voucher lacks sufficient funds, AP notifies the requesting department to coordinate with the Accounting Department to fund their account. If student has balance, AP processes voucher to bursar for all or part of the award

Once student is registered as a vendor, department submits packet to Accounts Payable comprised of:

Student Award letter

• Clearance from Bursar and Financial Aid that award may go directly to student

 Non-PO voucher form with account information for award. Department approval from administrator and chair can be on form or via email. CUNY VMU sends email to student with link to complete vendor registration. Students must check spam and junk folders for email. Student completes registration and uploads W9. Students can register direct deposit information to be paid electronically.

> Departments can check student vendor status in CUNYBuy

Key: Department P Accounting S

Purchasing Student

Accounts Payable

Confirm Funding

Departments email accounting office at <u>ask-accounting@hunter.cuny.edu</u> 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 <u>spreadsheet (Click to download template)</u> and email as follows:

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

EMPLID	Last Name	First Name	Award Amount	Award term/Yr	Award type (Prize, Stipend, Grad award)	Account Number	Account Name	Bursar Balance Amount/term	Bursar Clearance Y/N?	FAFSA Official Y/N	OFA Clearance Y/N?	OFA Comments

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 <u>Spreadsheet Award Recipients.xlsx</u>

	Award Description	Award Amount	Award	Email	SS#	Last Name	First Name
_		_					
_							
_							
		- 4			5	24	
_							
					8	2	
_							
		- 4 c			N	26	
					2		
_					N		
-							
_							
10							
						9	



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.

ate	
tudent LEGAL NAME ome Address	
and pleased to inform you that you have been chosen to receive the	ne of Award Fill in a reason, this is an exam
ward for an putstanding undergraduate student majoring in chemistry.] • ou will receive a <u>award</u> of ^{\$\$\$} in recognition of excellence in your carded ongratulations and we wish you a continued success in your career.	
incerely,	

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.

CU NY Buy

Supplier Invitation for the The City University of New York (CUNY) (Non-tax Levy Supplier Profile)

Deer 3000000000

""This is an automated email, please do not respond to this email account"""

The City University of New York (CUNY) has invited you to register as a potential supplier/payee in order to do business with CUNY and to receive payment.

Our supplier nativork is a best-in-class Supplier Registration and eProcurement system that provides a one-stop, complete solution for buyer and supplier interaction.

Bacoming a CURY network supplier only takes a fixe minute. By selecting the "Beginter New" boths below, you will be rooted to a secure website to complete the registration process. Upon successful completion of your registration, you will have access to your secure point alway not can add additional details about your regaintation, livitle colleagues to become users in your site, and mans.

Additional information from the CUNY representative:

This is the additional message provided by the college requester

Register No

Thank You.

The City University of New York (CUNY)

If you have any questions or are wondering why you received this invitation, please contact the CUNY representative who requested you to complete this 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 <u>ntl-invoices@hunter.cuny.edu</u>



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





Use <u>this link</u> to access all documents together, zoom recording, and download files

