Departmental Information for Student Awards
(Only awards and prizes will be covered in this process)

1. Before preparing your packet, decide whether the student will be notified about award before or at graduation. Be aware that receiving the award takes time and announcing it during the graduation will delay the student receiving the award.

2. Bursar/Financial Aid Clearance:
   - Departments enter student info to spreadsheet (see 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

   - **Balance > award** – The award goes toward that balance. Any leftover funds are then refunded to student. This is processed by Bursar. Process ends here, do not continue further. Student does not need to be added as a vendor.

   - **Balance < award** -If the award amount is greater than what the student owed, AP processes one voucher to the Bursar to pay off the balance. Another voucher is processed to disburse the remaining awarded amount after offsetting the owed balance. Student must be added as a vendor in CUNYBuy to receive payment.

   - **No balance** – The award goes directly to student. This is processed by Accounts Payable after the student is added as a vendor in CUNYBuy.

3. Prepare letter for student using the template provided. Template must be used to avoid issues from student receiving their award. If you need to add additional information to congratulate the student, please prepare a separate letter.

4. Complete spreadsheet for purchasing office and send to vendor-requests@hunter.cuny.edu so purchasing can submit student's information into CUNYBuy to start the vendor registration process – password protect spreadsheet since it holds social security numbers.

   - Make sure students know to look out for an email from donotreply.cunybuy@cunyfirst.cuny.edu – they need to check junk folders

   - Inform student that federal W9 form will have to be completed to upload into the CUNYBuy system when registering as a vendor – they should have this completed and ready to upload when registering

5. Once students' vendor registration is complete, send to accounts payable, ntl-invoices@hunter.cuny.edu:
   - Student award letter
   - Bursar/FA clearance
   - Non-PO voucher form – you'll need the chartfields from accounting for this step – email ask-accounting@hunter.cuny.edu to confirm your balances and chartfields