

Texas Wesleyan University  
Accounts Payable Office  
1201 Wesleyan Street  
Fort Worth, Texas 76105  
Phone: (817) 531-4417  
Fax: (817) 531-6570



## REQUEST FOR PAYMENT OF STUDENT AWARD

Title of Award: \_\_\_\_\_

Date payment to be rendered\*: \_\_\_\_\_

Student Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Amount: \$ \_\_\_\_\_

GL Account: \_\_\_\_\_

Brief description of award: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Criteria for selection: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Approval Signatures

\_\_\_\_\_  
Requested By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Budget Office: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Controller or Assistant Controller \_\_\_\_\_ Date: \_\_\_\_\_

- Please note: If the student has an outstanding account balance, the award will be applied to their student account and a check will not be generated. Parties will be notified and the student will receive a receipt.