



**UNIVERSITY OF KENTUCKY
STUDENT PAYMENT VOUCHER**

SPV Number: S
Date: _____
SAP Document No.: _____

Note: Use this form to authorize Accounts Payable to make a payment or disburse funds to students in all cases except those listed below. Payments and awards of the following types are to be authorized through the Office of Student Financial Aid via a Scholarship and Grant Authorization form (SAG).

- a.) Scholarships
- b.) Grants
- c.) Tuition remission
- d.) Tuition waivers
- e.) Any portion of an assistantship, fellowship or stipend that is not considered to be compensation

Student Information		Department Information	
Student Name:		Dept. Name:	
Student's UK ID (Required):		Dept. Contact Person:	
Address 1:		Address 1:	
Address 2:		Address 2:	
Address 3:		Address 3:	Speed Sort:
City/State/Zip:		Email:	
Vendor #:	Tax Code:	Phone No.	

Accounting Information								
G/L Acct.	Amount	Assign. No.	Cost Center	Internal Order	WBS Element	Fund	Earmarked Funds	Item

For AP use only (Populates from Page 2):	
Name of the award:	
Award reference code:	

DEPARTMENTAL CERTIFICATION AND AUTHORIZATION FOR PAYMENT

I hereby certify that the request for payment detailed in this document and attachments are valid and in compliance with University of Kentucky policy and regulations for Student Payments.

Authorizing Official: _____ Date _____
 Approving Official: _____ Date _____
 Accounts Payable: _____ Date _____

* Continue to page 2 (REQUIRED) Submit completed form to the Accounts Payable Department



SPV Number: S

Date: _____

SAP Document No.: _____

Student Name: _____

Amount: _____

Student ID: _____

Dept. Contact: _____

Dept. Name: _____

Dept. Phone #: _____

Is this payment a result of the student being selected to receive an award under the University of Kentucky Student Awards Policy? (See Business Procedure E-7-11)

If yes, \$ _____ -V_____ award : _____

Award reference code (required if \$50 or more): _____

Is the student currently pursuing a degree at the University of Kentucky?

Please indicate the calendar year and term for this payment.

Is this a payment for educational fees/costs required by a course(s) that will count towards the student's University of Kentucky degree?

If yes, please itemize additional/special costs required by this course that are not already included in the tuition charged to the student as part of the registration process.

Is this payment a prize awarded to the student for winning a competition that is not related to education or scholastic efforts?

If yes, indicate the name of competition or prize:

Click on button 1, 2 or 3 below and check the statement(s) that apply in this situation. Attach original receipts to document the expenses when appropriate.

1. The primary purpose of funds on this SPV is for the benefit of the student: *(Check ALL that apply.)*
 - The funds were solicited by the student.
 - The funds are for expenses directly related to research initiated and conducted by the student for his/her own research project, thesis, dissertation, etc.
 - The funds are to pay for supplies, equipment, etc. related to the student's own research.
 - The funds are to pay for non-conference/workshop travel related to the student's own research project, thesis, dissertation, etc..
 - The funds are to defray/reimburse the student's travel to attend a conference/workshop for educational purposes related to the student's own study and the student will not or has not provided any service or contribution to the conference/workshop on behalf of the University.
 - The funds are from a grant specifically for the purpose of enriching the student's education and training (e.g., training grants).
2. The primary purpose of funds on the SPV is for the benefit of the University: *(Check the ONE statement that most accurately describes the nature of this payment.)*
 - The funds are to defray/reimburse authorized personal student expenses for participation in a University of Kentucky function (e.g., expenses associated with participation in a university organization such as the Wildcat Marching Band, Concert Band, Opera, etc.)
 - The funds are for expenses incurred or to be incurred by the student and are necessary to further a research project or otherwise to fulfill the University's obligations under a contract or grant.
 - The funds are for expenses incurred or to be incurred by the student to attend a conference/event at which the student is officially representing the University at the request of a department.
 - The funds are for expenses incurred or to be incurred by the student to attend an academic conference to present his/her own research paper on behalf of the University.
3. **Other:** The reimbursement to the student is for other types of expense. List each type.