



Department	Department Financial Signing Authority
Department ID (6 digits)	Phone Number

To be completed by departments and returned to Staff Services at Enterprise Square prior to payroll deadlines set by Human Resource Services (see <https://www.ualberta.ca/services/staff-service-centre/index.html>).

Payments will be transferred to Financial Services and applied to student fee accounts at the end of the month in which the form is received.

- Please sort by students who are being paid from the same combo code and term, and use a separate form for each combo code and term.
- **All tuition remission payments will be coded from Account 500125.**

Student ID	Student Name (Last, First)	combo code	Amount of Payment (e.g., \$1000.00)	Apply to student fee account for this term (e.g., Fall 2024, Spring 2025...)

AUTHORIZATION AND APPROVALS

Authorization and Approvals are in accordance with the University of Alberta Signing Authority Policy and Signing Authority and Approval procedures. Refer to UAlberta Policies and Procedures Online (UAPPOL) www.uappol.ualberta.ca.

Authorized by	Signature	Date (DD/MMM/YYYY)
Authorized by	Signature	Date (DD/MMM/YYYY)
Internal Control Approval	Signature	Date (DD/MMM/YYYY)
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