

Student Account Services
Research Incentive Assistantships (RIAS/RIAT) for the Voluntary
Incentive Program for Research/Training Grants (VIP)
Charge to Account FORM Instructions

GENERAL INFORMATION:

This form has been developed to be used by the departments who are setting up a student on the Research (Tuition) Incentive Assistantship (RIAS/RIAT) in the Voluntary Incentive Program for Research Training Grants. This form was developed to capture necessary pieces of information needed to process such a request. Please note this form does require an approval process. Below are instructions to assist you with completing this form. Should you have any questions, please contact:

- Student Account Services, stuacct@uga.edu, 706-542-2965

FORM INSTRUCTIONS:

Please complete a separate form per student per term. If you are using more than one chart string to assist a student, you will need to complete a separate form per chart string as well.

DEPARTMENT CONTACT INFORMATION:

Please complete all pieces of contact information so we can communicate with the correct person should we have questions about a chart string or a student.

CHART STRING INFORMATION:

Please complete the CHART STRING Information section with all required information. The PeopleSoft chart string you are using must already have the Student Tuition and Fees account code (784100) set up in the Financial Management system.

STUDENT INFORMATION:

Please complete the Student Information section using the complete name of the student and full 810/811 number for the student. Please add term and then list the amount for each individual charge that will be paid by the chart string provided. We need each line item completed separately. If you are not paying a line item, please leave blank.

APPROVAL SECTION:

A department supervisor or appointed designee must approve all charge to accounts forms. Forms should be submitted directly to Student Account Services. Students should not be preparing, approving or submitting this form.

STUDENT ACCOUNT SERVICES USE ONLY:

Student Account Services will complete the section below noting the date the form was received, processed as well as who processed the request.

Clear Form

Print Form

Bursar and Treasury Services
Research Incentive Assistantship (RIAS/RIAT)
for the Voluntary Incentive Program for Research/Training Grants
Charge to Account Form and Instructions

Date Prepared: _____

Departmental Contact Information:

Contact Name: _____

Contact's Email Address: _____

Contact's Phone Number: _____

Department Name _____

Chart String Information: *(please specify grant type)*

Research Grant (RIAS) Training Grant (RIAT)

Account Code: _____

Fund Code: _____

Program Code: _____

Department ID: _____

Class Code: _____

Operating Unit: _____

Project ID: _____

Activity ID: _____

Chart Field 1 _____

Student Information:

Student Name: _____

Student ID (810/811#): _____

Term: _____

Charge to Account Amount:

Tuition Amount to be charged to account: \$_____ (please reduce full in-state tuition amount by \$25) For current approved tuition and fee costs go to: http://www.bursar.uga.edu/bursar_quick_links

Approval Section:

Full Name: _____

Title: _____

Approver's Signature: _____

Approval Date: _____

Student Account Office Use Only (below):

Request Received Date: _____

Request Processed Date: _____

Account End Date: _____

NOTES:

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