



## INSTRUCTIONS FOR COMPLETING SCHOLARSHIP DISBURSEMENT REQUISITION (SDR)

1. **FAMIS Account Number:** Indicate the FAMIS account number where the funds will be disbursed from.
2. **Account Name:** Indicate the name of the FAMIS account number.
3. **Originating Department:** Indicate the name of the department submitting this request.
4. **Semester Distribution:** Indicate the semester and fiscal year when these disbursements are going to be released.  
EXAMPLE: 2009 = To be disbursed between Fall and Spring FY 2009  
200910 = To be disbursed in the Fall of FY 2009  
200920 = To be disbursed in the Spring of FY 2009  
200930 = To be disbursed in Summer Session I of FY 2009  
200940 = To be disbursed in Summer Session II of FY 2009
5. **Beginning Account Balance as per FAMIS minus outstanding SDR's:** Enter the available funds minus any outstanding SDR's that have not been posted in FAMIS.

### RECIPIENT SECTION (This section is to be used for recipient information.)

Enter the following information for each recipient:

- Last Name
- First Name
- Middle Initial
- Campus Wide Identification Number (Do NOT use Social Security Numbers)
- Athlete students ONLY: If the recipient is an athlete student you must indicate if this award was given due to the athletic ability (A) or other reason such as academic (O).
- Amount of award

**NOTE:** The ending balance must be a positive number if not we will not be able to post until a balance transfer has been done to cover these awards.

### REQUIRED SIGNATURES (This section must be signed by the appropriate person.)

- **Originator:** The person creating this form must sign and print name.
- **Scholarship Committee Chair/VPIA:** If a committee was used for the selection of these recipients the chair of the committee must sign this form.
- **FAMIS Account Responsible Person:** The person responsible for this account must sign if approving these disbursements.
- **Financial Aid – Scholarship Coordinator:** Coordinator will review and post awards.

### DEADLINES

- **Deadline for the SDR form to be received by the Office of Financial Aid in order to disburse these awards prior to tuition and fees being due per semester is:**
  - Two weeks before tuition and fees are due for the semester based on the University Academic Calendar (available on-line at [www.tamtu.edu](http://www.tamtu.edu)).
  - All forms received after the deadline will be processed as received.
  - **NOTE:** If any late fees are assessed to the student and your scholarship/grant was going to cover all of the tuition and fees your account will be billed for the late fees when the SDR was not received by the deadline.