

FORT HAYS STATE UNIVERSITY STUDENT ACTIVITY ACCOUNT SCHOLARSHIP

If a scholarship is awarded through a Student Activity Account, please refer to the following procedures

1. Process a **Workday Supplier Invoice** - detailed instructions can be accessed by clicking on [Create Supplier Invoice](#)

Under Invoice Information

- Company code: SA - Student Activities.
- Supplier: Fort Hays State University Foundation.
- Invoice date: Date of the competition, award event, or meeting minutes.
- Control Total Amount: Amount of the scholarship/award.

Under Invoice Reference Information

- Memo: list who will pick up the check and a phone number.

Under Invoice Lines

- Item Description and Memo: Description of the scholarship/award, award period, student name, student ID, and indicate if the recipient is a staff, student, or faculty member of FHSU.
- Spend Category: A Purchase (599999)-S.
- Quantity, Unit Cost: 1 for the quantity, amount of scholarship/award for the unit cost.
- Cost Center: Your SA cost center. This is in the format SAXXXX.

Attachments

- Required attachment is a copy of the student organization meeting minutes noting the approval of the scholarship with amounts and recipients names. The minutes should be dated.

2. Once the supplier invoice is approved and processed, Student Fiscal Services (SFS) will notify you to pick up the check. Once you pick up the check you will need to complete the form for a Gift Deposit on the foundation website. This can be accessed at: <https://foundation.fhsu.edu/forms/>. Complete the form, print, and send the form with the check to the foundation. This can be done through campus mail, hand delivery to the Robbins Center, or by mail to PO Box 1060, Hays, KS 67601.

3. Foundation scholarships are then awarded through the Financial Aid office. <https://www.fhsu.edu/finaid/>

4. Disbursement to the student is processed by SFS. www.fhsu.edu/sfs/students_parents/financial-aid-disbursement

If an FHSU student is the recipient funds are released to institutional charges first. If the award is to a high school student, be sure to list the name of the student, in care of the high school address (Ex. Jane Doe, c/o Hays High School).