

Scholarship Award

ASI Fund (account number starting with a “1”) cannot be used to fund scholarships unless the scholarship is part of the scholarship agreement for ASI Student Government. Clubs and organizations, however, can choose to award scholarships out of their Agency accounts (account number starting with a “3”).

In order to give out a scholarship award, the Scholarship Award Form must be prepared. In addition, the Scholarship Award Form must be attached to a Disbursement Request that’s payable to Cal Poly Pomona University.

Financial Services will process the scholarship disbursement. Due to IRS tax reporting requirements, scholarship disbursements cannot be paid directly to the students. They must go through the Office of Financial Aid & Scholarships and be deposited directly into students’ financial aid accounts.



Filling in the Scholarship Award Form

(Refer to page 45-47 for the Scholarship Award Form)

A completed Scholarship Award Form includes:

1. Scholarship recipient’s first name, last name, and Bronco ID number.
2. Account number, name of the club/organization, the name of your scholarship, the academic year the scholarship is awarded, the amount of the scholarship award for the first recipient, the total amount of scholarship for all recipients
3. Check the academic quarter that the scholarship will be disbursed. It is okay to back-award to a previous quarter or the award can be input for the next quarter.
4. A student has to have at least 1 unit to receive a scholarship for the quarter awarded. If a student is not attending Cal Poly Pomona (i.e. has 0 units), then Office of Financial Aid & Scholarships cannot process the scholarship award for that student.
5. An authorized student signer must sign the form.
6. The club advisor must also sign the form.
7. If the scholarship is going to more than one recipient, then attach the second page.
8. Complete the Disbursement Request (*refer to page 31 for detailed explanation of the D.R.*), making sure that the payee is Cal Poly Pomona University.



SCHOLARSHIP AWARD FORM
ASI AGENCY ACCOUNT



Cal Poly Pomona
Office of Financial Aid & Scholarships

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List the first recipient here. If you have additional recipients for the same account/project number, use the second page "Scholarship Award Form Foundation Account (con't.)" for the rest of the recipients.

1

Joe	Doe
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Student's First Name

Student's Last Name

011234567

Bronco Number

3S0123

Account / Project Number:

Sample Form Society

Name of Organization:

Form Design Scholarship

Scholarship Name:

2019-2020

Award Year:

\$200.00

Amount to Award:

Total Amount to be billed to this Account/Project Number: 600.00

Quarter(s) to Disburse:

3

Fall

Winter

Spring

Summer

4

1 Minimum number of units required for student to receive this award (*Must be greater than 0*)

Jane Rodriguez

x1234

5

Name of Person Preparing Form (please print)

Extension #

An Khamphann

10/24/2020

Account Authorized Signature (Student)

Date (mm/dd/yy)

6

S-Admsr

10/24/2020

Authorized Account Signature (Advisor)

Date (mm/dd/yy)

If the second page is being used, please sign the second page as well.

This expenditure benefits the educational mission of the CSU and meets the policy requirements of the Education Code Section 89904.6, Section 9.2 Policy on Expenditure of Funds for CSU Auxiliary Organizations. It is, also, in compliance with the University Related Project Agreement.

Revised : 12/23/2015

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SCHOLARSHIP AWARD FORM ASI AGENCY ACCOUNT (con't)

If you have more than one student for the same account / project number, add the additional students here.

Account / Project Number: 3S0123

	Bronco #	Student Name	Scholarship Name	Amount	Quarter (F/W/Sp/Su)
2.	011234567	Joe Doe	Form Design Scholarship	\$200	Fall
3.					
4.					
5.					
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29.					
30.					
31.					
32.					
TOTAL for both pages					

An Khamphanh
 Account Authorized Signature (Student)

SF Advisor 1
 Account Authorized Signature (Advisor)

10/24/2020
 Date (mm/dd/yy)

10/24/2020
 Date (mm/dd/yy)