

MU DEPARTMENT SPONSOR BILLING FORM FOR STUDENT FEES

Please email completed form to: WEIBELL@missouri.edu

Department _____
 Grant or Account Name _____
 Preparer's Name _____
 Contact Person _____
 APPROVER NAME & EMAIL ADDRESS* _____

*Approver should be person authorized to sign on behalf of the MoCode

Semester Credit Applies: Fall 20-- Spring 20-- Summer 20--
 (please fill in the year)

What specific fees you WILL pay # of credit hours to cover	___ Tuition	___ Student Act.**	___ Prepaid Hlth**
	___ Non-Res Fee	___ Info Tech**	___ Insurance
	___ Course Fees**	___ Rec Center**	___ Mand. Int'l Ins.
	___ Room/Soc Fee**	___ Board/Meals**	___ Parking Permit**
	___ Finance Charges**	___ Late Pay Fees**	___ Late Registration**
	___ Intl St Serv Fee**	___ Spon Adm Fee**	___ House App**
	___ Adm App**	___ EZ Charge**	___ Exam**
	___ Music Ensemble**		

**Expense is typically not allowable on externally sponsored projects/grants. Please contact OSPA with questions.

<http://cashiers.missouri.edu/costs/index.html>
 Any Special Instructions?

MoCode to charge: _____

CIRCLE YES or NO **GRANT: YES NO

GRANT End Date (if any) _____

IF YES, please provide:
 Chartfield Information

Fund	_____	OSPA contact:
Project	_____	
Dept ID	_____	
Program	_____	

The student account can not be credited until OSP approves the grant

STUDENT INFORMATION			Link to PS Account Codes
LAST NAME	FIRST NAME	STUDENT #	PS Account# 760100-760600

Approver's Signature* _____ DATE _____
 TITLE (please print) _____

*We prefer one list for all students to be paid with each MoCode, rather than a document for each student.
 *Partial Funding is not considered to be a *minimum payment* for student billing, we simply subtract the sponsor credit from the sponsor credit from the total amount due and split the remainder into the appropriate minimum.
 *We will charge your MoCode for the above information **AFTER** the add/drop period ends each semester.
 *Be sure to avoid BCM errors, by providing the appropriate PS Account information

Revised 1-26-2018