

Department Form - SSB Third Party IDT

- Departmental Payment - College Code: ____ Dept Code: _____
- Office of Graduate Studies Pymt - College Code: RG Dept Code: GRST

Step 1: CORE/One Step
To be completed by Departments

** For SBS Use Only!

	COMPASS Vendor ID
	Term to be Charged
	Dept. Contact Name
	Dept. Mail Stop
	Dept. Name
/ /	**Date Stud Added to Contract
	**Pay File Number

/	/	Date Dept. Requested			
		Dept. E-mail			
		Dept. Phone Number			
		Dept. Fax Number			
CP32	GP32	HP32	**COMPASS Payment Detail Code		
/	/	**COMPASS Contract Pymt Date			
\$	**Amount Dept Contract Payment				
/	/	**Date Processed in CORE			

Cont	Student Name (Last, First)	Student UIN	Percent	FAMIS Account	**Amount Pd
				- - -	\$
				- - -	\$
				- - -	\$
				- - -	\$
				- - -	\$
				- - -	\$
				- - -	\$
				- - -	\$
				- - -	\$
				- - -	\$

Approved by (sign & print name) - Must be authorized signer on form 860 in FAMIS	Date (mm/dd/yyyy)
	/ /
	/ /
	/ /

Student Business Services will verify authorized signature in FAMIS:
 Screen 006 - Input the account to find the department abbreviation
 Screen 941 - Input the department abbreviation to find office name
 Screen 923 - Input the office to view authorized signers

Step 2: COMPASS - TSADETL
For SBS Use Only!

CONTRACT PAY Detail Indicator checked

Deposit Total: _____

Transaction #: _____

Date TSACPD T Processed: _____

**Student Business Services- SSB Approved by (sign & print name)	Date (mm/dd/yyyy)
	/ /