

## 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!**

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

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

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)
	/ /