

ORSP Proposal Number:	Date:
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NOTIFICATION OF GRANT AWARD
that contains
STUDENT AID

M E M O R A N D U M

DATE: _____

TO: Financial Aid/Scholarship Office

cc: Director of Student Financial Aid

FROM: _____ Business Affairs' Grant and Contracts Section

The attached award which contains student aid has been received in Business Affairs and has been assigned the following:

- 1. Index **or** Fund – Organization - Program Number: _____
- 2. Index **or** Fund – Organization - Program Title: _____
- 3. Project Director: _____
- 4. Budget Unit Head: _____
- 5. Approving Agent/Dean: _____
- 6. Vice President: _____

Please request that a billing and receivables subcode be established for this (these) award(s).

Attachment: Copy of award notification