



## THIRD-PARTY STUDENT SPONSORSHIP PAYMENT REQUEST

### Part 1 – Sponsor Details

(SEO)

SPONSOR NAME: \_\_\_\_\_

SPONSOR CODE: \_\_\_\_\_

### Part 2 – The Student Experience Office Details

(SEO)

REQUESTOR NAME: \_\_\_\_\_

SCHOLARSHIP AMOUNT: \$ \_\_\_\_\_ (Invoice Amount)

PAYMENT APPROVED: \_\_\_\_\_  
Signature Print name  
Position Date

Student Sponsor debt details checked on Callista (UWSFINR020): (Yes/No)

Copy attached..... (Yes/No)

Do fees shown on Debtor Report differ to Invoice amount.....(Yes/No)

Details .....

Request to Raise Invoice Attached .....(Yes/No)

### Part 3 – Invoice Details

(Accounts Receivable)

Invoice No: \_\_\_\_\_ Date: \_\_\_\_\_

Raised by: \_\_\_\_\_ (signature) Print Name: \_\_\_\_\_

### Part 4 – Receipt Processing

(Accounts Receivable)

Receipt No: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

ONESTOP transaction code: **018** (Internal Scholarships) Student ID: \_\_\_\_\_

Receipt Complete: \_\_\_\_\_  
(Signature) (Print name)

# Process for payment of Third-Party Sponsorships

Use this form to request a scholarship payment where the sponsor has (or will have) a fee liability on Callista

## **Before you start:**

When paying scholarships for student(s) attached to a sponsor code. (eg. UWS-RESRCH) Total payment request MUST equal "STUDENT DEBTOR REPORT" UWSFINR020 balance for sponsor code.

Troubleshooting differences:

- a) Check that sponsor is attached to student (see FINR0140)
- b) Check that appropriate fees have been calculated. (see FINF9100)
- c) Check that student personal fees have not been attached to sponsor (see FINF9100)
- d) Expect overnight processing before changes reflected in Student Debtor Report UWSFINR020.
- e) Please note that Accounts Receivables cannot process amounts that do not total the Student Debtor Report unless details are provided & appropriate cost centre entered on "Request to Raise an Invoice" for the difference.

*Please use "Payment Requisition" form where payment is to be made direct to student*

## **The Student Experience Office**

1. Complete sponsor details and amount of scholarship to be paid off sponsor's debt liability on Callista (Part 1 and Part 2).
2. Approve payment in accordance with University delegations
3. Attach copy of supporting documentation
4. Attach copy of Student Debtor Report Summary (UWSFINR020):
5. Complete 'Request to Raise an Invoice' found at

<http://www.westernsydney.edu.au/staff/adminorg/>

academic/fo/finform Income account to be entered on

Invoice request:

**09999.00000.0277.99.31.00**

**OR**

**APPLICABLE INDIVIDUAL SPONSOR PROJECT**

6. Where the invoice amount differs from the Debtor Report (UWSFINR020), the account codes on the 'Request to Raise an Invoice' request need to be adjusted, so that:
- only the amount shown on the Debtor Report should be charged to the 0277 account.
  - The difference between invoiced amount & Debtor Report amount is raised to the relevant School cost centre.

### **Accounts Receivable**

7. Raise invoice to Sponsor, record details on form
8. Process a ONESTOP receipt to the sponsor's account. Must enter the following details:
- Transaction Code: **018** (Internal Scholarships)
  - Tender: **Banked (F7)**
  - Deposit Reference: *Enter the Accounts Receivable invoice number.*

Record the ONESTOP receipt number & other required details at Part 4.

Refer Appendix A for sample receipt screen.

9. The receipt will automatically pay the fee liability in Callista.