

Office of the University Controller Florida State University Student Business Services 1500A University Center Tallahassee, FL 32306-2394 Ph: (850) 644-9452 Fax: (850) 644-5142

## Departmental Billing Form for Student Fee Pay Authorization

Form must be submitted to the Office of Student Business Services **no later than the third day of the semester** or as early as possible. You must advise students that your payment of their tuition may have an effect on their financial aid award.

Department:			Term:	Year:	
OMNI Dept ID & Fund to be billed: *Note: Tuition cannot be billed to an E&G fund			Project ID: _		
Department Head/Principal Investigator Printed Name			Department Head/Principal Investigator Signature		
Contact Person			Phone	Email	
	STUDENT NAME	FSUSN		AMOUNT	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
			Total:		

Sponsored Research Stamp, if applicable:

Received by Student Bussiness:	/	/	
Entered by Student Business Emp	ployee:		