

3rd Party Contract Authorization Form Instructions

Actions by Departments

Departments must complete all sections in yellow. Place an X for the type of charges the department is authorizing for all students provided on the form. Only nine students may be listed on each form.

Separate requests must be submitted for each type of charges. Example: Submit one form for all students you are paying tuition only. Submit a separate request for all students you are paying tuition and required fees.

Departments may create their own internal processes for submitted these forms. Example: If department needs their Private Investigator (PI) to sign form before the person with FAMIS signature authority does, the form permits.

Departments must place an X in the space provided on the form, to indicate that all necessary waivers have been processed or will be processed for the semester for students listed on the form.

Departments must authorize payment from TAMU System 02 account and get a signature from the individual authorized on Form FD-860 in FAMIS.

Departments must submit original 3rd Party Contract Authorization Form to 6001 TAMU.

Departments should use completed 3rd Party Contract Authorization Form to trace their payments for students tuition and/or fee charges to FAMIS screen 046. In FAMIS enter the Part 02 account number used to pay from. Then enter the month the funds were paid. Look in the REF 2 column for the Pay File Number on the Third Party Charge Authorization Form . The description line in FAMIS should read CORE OSW and the receipt number.

EXAMPLE:

The “O” means OneStep “216021” is the Payfile number without the two leading digits of the year. The Payfile number is on the receipt and written on the 3rd Party Charge Authorization Form.

Departments may type “OXXX” where the “x”s are the 3rd, 4th and 5th digits in the payfile number and all the OneStep entries for that day on their account will pull up.

FAMIS SCREEN 46 (sample)

```
046 Transactions for a Month by Reference Number 2 or 4,          ,08/08/05 10:23
          ,INTERNATIONAL STUDENT ADMINISTRATIV,          ,FY 2005 CC 02
Screen: ,__, Account: ,211640, Month: ,8_, Search On Ref: ,2, Ref Nbr: ,_____,
          Display Ref: ,2, Bank Option: ,N,
bcd TC   Ref 2   Date   Description                               Amount   I BatRef
-----
650 060 0216021 08/04 CORE OSW 0521602-1                68.69-   OSJ217
```

Third Party Contract Charge Authorization to Department

* Grey sections are for SBS use only!

| | | | |
|-----|--------------------------------------|-----|-------------------------|
| | SIMS Contract Subcode | | Date Requested by Dept. |
| | Semester to be Charged | | E-Mail |
| | Dept. Contact Name | | Phone Number |
| | Dept. Mail Stop | | Fax Number |
| | Dept. Name | | SIMS Payment Subcode |
| / / | 3 rd Party Processed SIMS | / / | Date Pmt Processed SIMS |
| | | \$ | Dept Pmt Processed SIMS |
| | Pay File Number | / / | Date Processed in CORE |

The department authorizes payment of these charges: Tuition Only Tuition & Required Fees
 Required Fees Only Course Fees Housing Meal Plan Graduation fees
 Orientation Fees Other _____

| | |
|---------------------|----------------------|
| Approved by: | Printed Name: |
| | |
| | |
| | |

**(Department Head/Director or Individual authorized on form 860)
(Signer must have signature authority on all accounts listed)**

*Student Business Services will verify "Approved by" signature above in FAMIS.
Screen 006 Input the account to find department abbreviation
Screen 941 Input the department abbreviation to find office name
Screen 923 Input the office to view authorized signers.*

Note: The paying account must be from Part 02 Texas A&M University College Station. The paying account must have a function code of 60 (per FAMIS screen 006). Departments that want to use other system parts to pay tuition and fees have to create a Part 02 account to pay tuition and fees from. These departments will have to request a transfer of funds between the system parts. Departments must contact Contract Administration if paying from part 02-4XXXX accounts.

| Student Name Lastname, Firstname | Student UIN | Percentage to Pay (1) | Paying Account | Amount Paid <u>SBS Use Only</u> |
|-------------------------------------|-------------|--------------------------|----------------|------------------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

(1) Depts. wishing to pay a specific amount scholarship must go through Student Financial Aid

Required: Place an X to indicate that all necessary waivers have been processed or will be processed for the semester and student listed above.

Itemized invoices will not be sent to departments. Departments that need detail should request SIMS access.

For SBS Use Only

| | |
|--|----------------------|
| *3 rd Party Authorization Approved by (sign & print name) | *Authorization Date: |
| | |

Actions by Student Business Services (SBS)

SBS will check for authorized signers on forms submitted and that an X was placed in space provided indicating that all waivers have been or will be processed.

SBS will process approved charge authorization forms for each student using SIMS 67XXX subcode.

After the add/drop period or census date for the term, SBS will audit the third party student accounts. This will be done to make sure that the Office of Graduate Studies third party subcodes (66XXX) have been processed before departmental subcodes 67XXX. We will also wait until all assistantship tuition waivers for the term have been audited. Departments will be notified when students have not passed the audit. Departments that fail to notify SBS of eligibility may be charged non-resident tuition.

SBS -Third Party will post payments to SIMS student accounts using a 95XXX subcode and clear the 3rd party contract.

3rd Party Billing will provide copy of charge authorization from to Cashier Office.

3rd Party will mail the original form and receipt to department.

Actions by Student Business Services (Cashier Office)

Cashier Office will process One Step Entry (3rd Party Batch Payment) and will complete the following SBS use only grey sections:

Pay File Number

Date Processed In Core

Cashier Office will send printed receipt to 3rd Party Billing with original Charge Authorization Form.