



UC San Diego

Policy & Procedure Manual

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ACCOUNTING PROCEDURES - GENERAL

Section: 300-70 EXHIBIT A

Effective: 01/09/1984

Supersedes: 03/29/1971

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Issuing Office: [General Accounting Division](#)

EXHIBIT A

SAN DIEGO	06		Fee Payment Authorization USFA130 (R 6/75) H6130	No. 17345
U - XXXXX XXX	XXX-XX-XXXX	JONES, John Paul		1/10/83
<small>Campus</small>	<small>Student Number</small>	<small>Name, Last First Middle</small>		<small>Date</small>
<small>Social Security Number</small>				

is authorized to use the funds listed below towards the total cost of registration for the Winter Quarter 83

TC	Month	Agcy.	Def. No.	Name of Fund Source	Amount	Acct.-Fund-Sub.-Ref. No.
16	JAN 83	XX	17345	Account Name	200 00	XXXXXX-XXXXX-X-JONEXX
16	JAN 83	XX	17345	Other Account Name	44 00	XXXXXX-XXXXX-X-JONEXX
					244 00	

"I understand that if for any reason I do not qualify for the above funds, I must pay the above amount to the Regents of the University of California in order to be registered for the quarter indicated. In the event of my withdrawal, I understand that any refund may be returned to the fund source indicated."

Authorized Approval _____

Student's Signature

Refund Issued _____ Department _____

INSTRUCTIONS FOR ISSUANCE OF FEE PAYMENT AUTHORIZATIONS

1. Date: Enter the date that the form is issued.
2. Student Roster Number: Enter the Student Roster number. This number is prefixed by the letter “U” or “G” and followed by five numbers, a space, and three numbers. The student number is reflected on the registration and enrollment cards and is on record in the Registrar’s Office. Because many names are similar and some are the same, the roster number is the recognized identification of each student and the key to the Data Processing Center’s student registration records. A student’s roster number can vary from quarter to quarter, so care should be taken in using the current quarter’s assigned number.
3. Student Name: Print the student’s name (last name, first name, then middle name) exactly as recorded on the official registration records. Students should be questioned whenever it appears that nicknames, initials, or other abbreviations are offered instead of the legal name.
4. Quarter and Year: Enter appropriate information: Fall, Winter, Spring, or Summer and the year.
5. Account to be Charged: Enter the account number and name; e.g., XXXXXX-XXXXX-X-XXXXXX, Undergraduate Student Aid, starting with the first line. When more than one account is to be charged, use a separate line for each account. When an expenditure account is used, the reference number will consist of the first four (4) letters of the student’s last name plus the last two (2) digits of his/her social security number. When a balance sheet is used, the reference number will consist of a unique six digit number assigned to the student.
6. Amount: Do not list each fee separately unless each fee is going to be paid by a different account number. Use only one line for the total amount of fees for each account. Place the total of all fees on the bottom line if more than one account is used.
7. Issuing Department’s Approval: The individual authorized to issue the Fee Payment Authorization (of his/her authorized representative) signs the space marked APPROVAL and enters his/her department name. If the Fee Payment Authorization is for a graduate student, the form must be countersigned by the Office of Graduate Studies and Research to the left of the approval line.
8. Student’s Signature and Address: The undergraduate is required to sign the Fee Payment Authorization acknowledging his/her agreement with the terms printed on the form. He/She should enter his/her local address, or, if not situated, his/her permanent address