Fiscal Agent
Approval Procedures

To open a scholarship award form for review, click the Edit symbol under the ***Pending My Approval (Foundation)*** section.

Pending My Approval (Non-Foundation)
Click the Edit symbol to modify a form.

Edit Title   Created   Status

There are no items to show in this view of the "Scholarship Award Form" list.

Pending My Approval (Foundation)
Click the Edit symbol to modify a form.

Edit	Title	Created	Status
📝	Biological Sciences - 2202	Yesterday at 1:05 PM	Pending BO
📝	Accounting - 2192	Yesterday at 1:11 PM	Pending BO

1) Review and make any necessary updates, check the **'I certify…'** checkbox at the bottom, and select **'Submit.'**

Authorization

☑ I certify that the information submitted on this form is accurate. I certify that the information will only be submitted once. I certify I have authority to approve this form as the Fiscal Agent.

X *Boesdorfer, Brad*

☐ This form cannot be approved as submitted. This will send the form back to the originator for processing.

SUBMIT

2) If there are inaccuracies on the form that you want the form preparer to fix, check the **'This form cannot be approved…'** checkbox, fill out the **'Rejection Reason'** field, and select **'Submit.'** The form will be returned to the preparer to update.

Authorization

☐ I certify that the information submitted on this form is accurate. I certify that the information will only be submitted once. I certify I have authority to approve this form as the Fiscal Agent.

Rejection Reason: Remove John Smith's award, will not be attending in the fall.

☑ This form cannot be approved as submitted. This will send the form back to the originator for processing.

SUBMIT