

## Grant / Departmental Funded Student Payments

1. Departments or Grant Principal Investigators (PI) wanting to use grant or departmental funds to make payment towards a student's **TCNJ tuition and fees, on campus housing, and/or on campus meal plans**, please complete **GSAL Form A**. This can be found at: <https://treasurer.tcnj.edu/forms/> under Grant Post Award Forms. These funds will be applied towards the charges on their PAWS account.

### OR

Departments or Principal Grant Investigators (PI) wanting to use grant or departmental funds to make payment as a **stipend or off campus housing or meals**, please complete **GSAL Form B**. This can be found at: <https://treasurer.tcnj.edu/forms/> under Grant Post Award Forms. These funds will be issued directly from the College's Accounts Payable operation.

2. Please follow the instructions below & refer to the linked job aid for filling out and submitting the forms:
  - a. Fill out all fields of the GSAL form.
  - b. **GSAL B** – submit form and any direct deposit forms to [purchase@tcnj.edu](mailto:purchase@tcnj.edu) to enter the students into the Accounts Payable system.
  - c. All GSAL forms **must** be entered in iContracts. Please follow guidance below for entry.
    - i. Enter **1** GSAL form per iContract "contract"
      1. You may combine students on 1 form as long as they are charging the same COA/POETAF in the same semester.
    - ii. Upload only Excel documents
    - iii. GSALs need to be completed in the term that they are for.
    - iv. If the term splits Fiscal Years, submit 1 form for each year (split GSAL)
    - v. iContract Naming **must** be in the following format:  
GSAL A/B: Term Year - Initiator's Name Date  
ex) GSAL A: Fall 2023 - Devon Manfredo 9/21/2023
    - vi. Job Aid  
Budget Manager: COA & Faculty Funds – Devon Manfredo  
POETAF – Tina Albertson
    - vii. Foundation Scholarships  
Charge the GSAL to your department's budget  
Once you see the expense in your budget, use the GSAL form as back up to request a Foundation Transfer.

Use the appropriate account based on the type of payment:

Account Description	Account Number
Stipend Expense	604590
Scholarships	644010

**\*\*Note:** Incomplete GSALs or forms with errors will be returned for corrections and not processed.