

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 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 – Jeanette Vega
 - 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.