

Policy for Student Support Payments

California State University, Dominguez Hills Foundation

It is the policy of the California State University, Dominguez Hills Foundation not to issue student support payments directly to any student of California State University, Dominguez Hills in order to ensure that all such support payments are coordinated, aligned with, and disbursed under the student's financial aid package administered by the University. This policy does not apply to reimbursements for non-student support expenditures, payroll, and stipends administered through grants and contracts.

The process is as follows:

1. Program staff will complete a purchase order form made payable to California State University, Dominguez Hills.
2. The purchase order form must have the following information:
 - a. Name of CSUDH student
 - b. Student PeopleSoft ID number
 - c. Foundation Account/Object Code
 - d. Amount of payment to the student
3. An authorized account signer must sign the paperwork.
4. Foundation will review and approve the paperwork.
5. Upon Foundation approval, a copy of the purchase order will be emailed to Financial Aid to process payments.
6. The Foundation will reimburse the University upon receipt of an invoice.

For any stipends or reimbursements for tuition/fees/books or other student support paid through grants and contracts, a Grants and Contracts Student Support Notification Form must be completed, attached to the check request/purchase order, and e-mailed to Financial Aid.