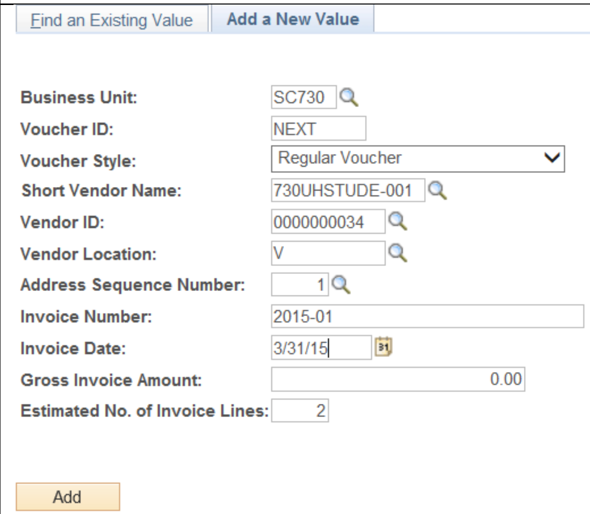
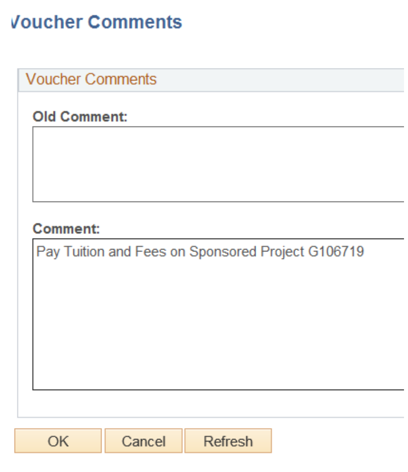
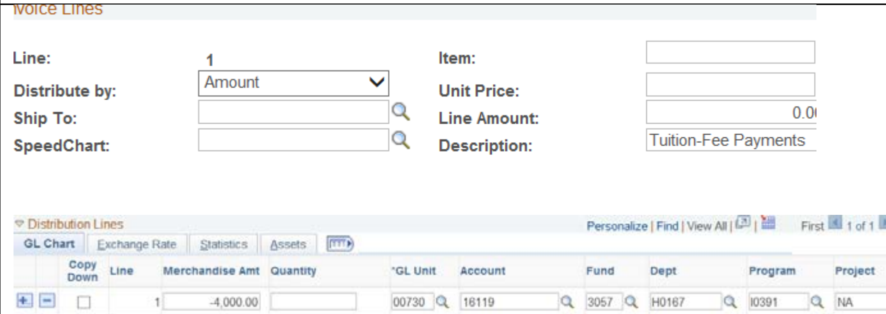
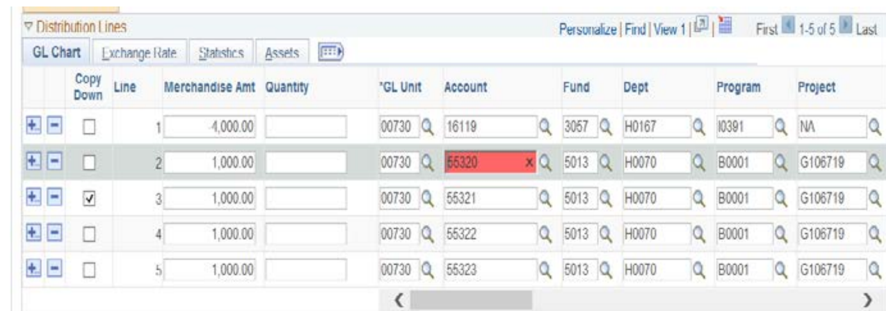
No.	Action	Notes/Additional Information
1	Tuition and Fee payments on sponsored projects are done via SC Vouchers. These instructions are for payments on sponsored projects in fund group 5 only. These payments use unique GL accounts to ensure proper reporting on sponsored projects and accurate information for tracking the tuition and fee payments.	
2	SC Voucher payments for tuition and fees on sponsored projects require a completed Tuition Reimbursement Request Form for Sponsored Projects. This form is available at on the Finance References Page (www.uh.edu/finance/references/htm) and also in the Office of Contracts and Grants guidance pages.	**Tuition Reimbursement Request Form for Sponsored Projects** Tuition and Fee payments on sponsored projects are done via SC Vouchers. SC Voucher payments for tuition and fees MUST be received by Student Business Services via workflow by the first Official Reporting Date for the term. SC Vouchers not received by that date will be rejected. Official Reporting Dates are identified in the Academic Calendar, available online. Employee/Student Name (Last, First MI) · Principal Investigator Name Employee /student ID # · Phone # · Mail Stop · Department/Division Job Code and Title · Start Date Semester (check appropriate boxes and fill in blanks ☐Fall ☐Winter ☐Spring ☐Summer · Term Beginning Date · Term Ending Date
3	SC Voucher payments for tuition and fees MUST be received by Student Business Services via workflow by the first Official Reporting Date for the term. SC Vouchers not received by that date will be rejected. Official Reporting Dates are identified in the Academic Calendar, available online.	Academic Calendars: http://www.uh.edu/catalog-redirects/academic-calendar-undergraduate/
4	Log in to Finance (my.uh.edu)	
5	Go to: Main Menu Accounts Payable Vouchers Add/Update Regular Entry	Main Menu › Accounts Payable › Vouchers › Add/Update › Regular Entry

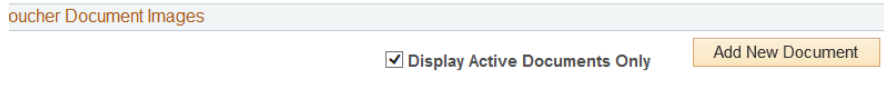
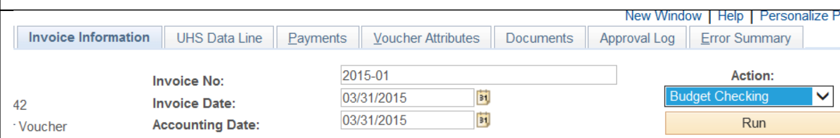
<table>
<tr><th>No.</th><th>Action</th><th>Notes/Additional Information</th></tr>
<tr><td>6</td><td>Select "Add A New Value"
Use Business Unit: SC730
Voucher ID = NEXT
Voucher Style = Regular Voucher
Select Vendor ID 0000000034 (Student Financial Services) from the Vendor ID Search. This will cause a number of fields to fill in.
Invoice Number = Any department numbering for the payments
Invoice Date = date of the SC Voucher
Enter the Gross Invoice Amount of "0"
Estimated No. of Invoice Lines: minimum is 2; you can add more
Select "Add"</td><td>
</td></tr>
<tr><td>7</td><td>In the "Invoice Information" tab, in the second section, select the "Comments" link and write a description of the transaction.
The comments must include "Tuition and Fee Payment on a Sponsored Project"</td><td>
</td></tr>
</table>

<table>
<tr><th>No.</th><th>Action</th><th>Notes/Additional Information</th></tr>
<tr><td>8</td><td>In the “Invoice Information” tab, go to the middle of the page.
In the Invoice Line box, enter 0.
In the Description, add a description for the transaction.
In the first Distribution line, enter the standard GL Account and cost center: 00730 3057 H0167 I0391 NA, 16119. This cost center will appear in Vendor description, but the account listed is 16114. Always use 16119 for Tuition and Fee Payments on sponsored projects.</td><td>
</td></tr>
<tr><td>9</td><td>Add a line (select the “+” symbol next to the first line)
Enter the amount of the Tuition and Fee Payment, the correct GL account for the type of payment, and the sponsored project cost center to be used.

GL Accounts are critical, as they will define what Tuition and Fee Payment is applied to the student’s account:

• 55320 – UH-TUIT/MAND FEES – UG (undergraduate students only)
• 55321 – UH-TUIT/MAND FEES – GR (graduate students that are NOT PhD or MFA only)
• 55322 – UH-TUIT/MAND FEES – PHD (PhD students only)
• 55323 – UH-TUIT/MAND FEES – MFA (MFA students only)

Add lines until you have recorded all of the Tuition and Fee payments.</td><td>
</td></tr>
</table>

No.	Action	Notes/Additional Information
10	Once the SC Voucher lines are filled in, go to the "Documents" tab and upload the required documentation. The SC Voucher must have attached an Excel list of students and awards: • 7-digit Student ID Number • Amount of their award for each Student ID	
11	Go back to the "Invoice Information" page and select "Budget Checking" action, then "Run.	
12	Attach the completed Tuition Reimbursement Request Form for Sponsored Projects as documentation. SC Vouchers received with incomplete forms will not be processed.	
13	Submit the SC Voucher to workflow.	