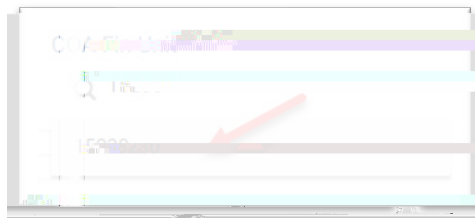


Prize, Stipend and Award item types are those disbursed by the Office of Student Financial Aid and Scholarships and can pay any fees on the student account. A00455 (h)10.1(o)8 0 Td(.)Tj0.25 0 Td()Tj-0.004 Tc 0.006 (v)3

	Log in with your VUNetID and password. User identity will auto-populate the Submitter, Email address & Department fields on the form.
3. How many item types are you requesting?	Enter the number of item types being requested on this submission, which must be in the same financial entity. The maximum is 10 per submission.
4. Review Instructions, as needed	Specifically, review the Usage Option Definitions provided. If there is any question about which should be used for the submission, reach out to 0(t)-6 (o)1.3 (0(t)-6 (o)1.3 (7 (b))T(t)-
	Otherwise,
	choose COA.
7. Item Type Description	This description will appear on student accounts and billing statements, so please be descriptive yet concise. There is a 30-character limit to this field.
8. Federal Funding	Select the appropriate option. If yes, choose the funding source from the drop-down menu.



	d. Enter the Program and Activity.
12. Existing item type	If an item type with the entered funding already exists, an error message will be displayed, along with the existing item type number and description.

13. Correcting the form, as needed

For typographical errors: **Do not simply type over the incorrect value.** Clear the entire field and pause until the validation checker resets, removing any error message (if there is one). You may then re-enter the correct value.