



LOUISIANA STATE UNIVERSITY

REQUEST TO ESTABLISH BASIC GIFT – LSU FOUNDATION

AS492

Completed AS492 forms should be submitted to the LSU Foundation through the Jira ticketing system.

General Information

Disclaimer: A University account number is no longer required to obtain security access to the BENGALS system and project ID(s) listed below.

Foundation Project ID(s)	_____	Principal Investigator (PI)	_____
Bengals Description	_____		
Cost Center Name	_____	Cost Center ID	_____
Requested By	_____	Request Date	_____
Phone #	_____	E-mail	_____

Function/Purpose

Please check all that apply as separate Basic Gifts are required for each function identified.

- | | | |
|--|---|---|
| ☐ Instruction FN10 | ☐ Academic Support FN40 | ☐ Institutional Support FN70 |
| ☐ Research FN20 | ☐ Student Services FN60 | ☐ Operations of Plant & Maintenance FN80 |
| ☐ Public Service FN30 | ☐ *Scholarship/Fellowship FN90 | ☐ Hospital FN95 |

Approvals

**If Scholarship/Fellowship, please complete page 2.* It is understood the University will charge the current fringe benefits rate.

Department Head (Required)	Print Name	Date
_____	_____	_____
Dean/Director (Required)	Print Name	Date
_____	_____	_____
LSU Foundation (Required)	Print Name	Date
_____	_____	_____

Sponsored Program Account (for internal use only)

Basic Gift Name	_____		

Fund	☐ FD240 Restricted Private Gifts ☐ FD510 State Match Funds – Foundation Endowment		
Basic Gift ID	_____	Gift Purpose	_____
Approved By	_____	Date	_____

- | | | |
|---|--|---|
| ☐ LSUAM All Basic Gifts | ☐ LSUAM Gift Fringe Group 1 (36%) | ☐ LSUAM LSU Foundation |
| ☐ LSUAG All Basic Gifts | ☐ LSUAM Gift TR Group 1 (38%) | ☐ LSUAG LSU Foundation |
| ☐ LSUA All Basic Gifts | ☐ LSUAG Gift Fringe Group 1 (48%) | ☐ LSUA LSU Foundation |
| ☐ LSUE All Basic Gifts | ☐ LSUAG Gift TR Group 1 (38%) | ☐ LSUE LSU Foundation |
| ☐ LSUF Foundation Autobill | ☐ LSU Foundation Endowed Professorships | ☐ Gift GA Health Insurance |

Division of Finance • Office of Accounting Services • Sponsored Program Accounting
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REQUEST TO ESTABLISH BASIC GIFT – LSU FOUNDATION

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(Scholarships/Fellowships) – Page 2

General Information

Submission of this form shall comply with the policies and procedures set forth in Policy Statement 106 (Administration of Scholarship, Fellowship and Exemption Programs).

Basic Gift ID _____

Please check all that apply for LSU Students*:

Spend Category

☐ Graduate Fellowship (Award Item)	SC0111
☐ Undergraduate Fellowship (Award Item)	SC0114
☐ Scholarship – Cash Award (Award Item)	SC0112
☐ Scholarship – Tuition/Fee Exemption (Waiver Item)	SC0112

*For LSU Students Only. Students not required to be enrolled as a condition of award or non-LSU students, see Non-Student Award instructions.

Criteria**

Name of Scholarship/Fellowship			
Cost Center Hierarchy		Cost Center	
Student Classification		Major	
GPA (For Original Award)		GPA (To Retain)	
Full-time required?	☐ Yes ☐ No		Amount
Semesters Awarded	☐ Fall ☐ Summer	☐ Spring ☐ Full Year	Number of Semesters/Years Student can receive Scholarship/Fellowship
Online Semesters Awarded	☐ First Fall (1L) ☐ Second Fall (1P)	☐ First Spring (2D) ☐ Second Spring (2L)	☐ First Summer (3D) ☐ Second Summer (1D)
Other Requirements			

** Documentation of Fellowship/Scholarship criteria must be attached. In addition, Fellowships must include amount and disbursement schedule (installment or lump sum). Scholarships must include costs covered by scholarship i.e. tuition, fees, non-resident fees, insurance, etc.

Award Items Only - Access in Blackbaud* – list Name & Email of all staff**

Name	Email

*Access is required to issue Award items (scholarship/fellowship) in Blackbaud.

**If additional staff require access, attach document and provide with form.

Approvals

LSU Foundation (Required)

Print Name

Date

Graduate School

Print Name

Date

Routing

Graduate Fellowship (Award Item):

Undergraduate Fellowship (Award Item):

Scholarship – Cash Award (Award Item):

Scholarship – Tuition/Fees (Waiver Items):

LSU Foundation → Graduate School → SPA → Bursar Operations (1098T Designation) → Financial Aid

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LSU Foundation → SPA → Bursar Operations (1098T Designation) → Financial Aid

LSU Foundation → SPA → Bursar Operations → Notice to Financial Aid

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(Scholarships/Fellowships) – Page 2 Continued

Award Item Information – To be completed by SPA | Setup by Financial Aid

Disbursement Schedule	☐ Standard (Lump Sum/One-Time) ☐ Installment ☐ Both***				
Type	☐ Athletic Aid ☐ Employment ☐ Fellowship ☐ Grant ☐ Loan ☐ Scholarship ☐ VA Benefit ☐ Waiver ☐ Work-Study				
Source	☐ Federal ☐ Foundation ☐ Institutional ☐ Military ☐ Private ☐ State				
Refundable	☐ Yes ☐ No	IPEDS Category		☐ Institutional Grant ☐ Scholarship	
1098-T Impact (completed by Bursar)	☐ Box 1 and Box 5 Impact ☐ Box 1 Impact Only ☐ Box 5 Impact Only ☐ No Impact				
Spend Category	☐ Scholarships (SC0112) ☐ Graduate Fellowships (SC0111) ☐ Undergraduate Fellowships (SC0114)				
Override Spend Company (if not LSUAM)		☐ LSUAG ☐ PBRC	Worktag ID		
Cost Center ID		Fund ID		Function ID	FN90 (Always)

***Will need two separate award items if multiple disbursement schedules are required.

Waiver Item Information – To be completed by SPA | Setup by Bursar Operations

Standard	☐ Application Fee ☐ Housing ☐ Insurance ☐ Board (Meals) ☐ Non-Resident Fee ☐ Tuition				
Mandatory Fees	☐ All <i>or select all that apply</i> ☐ Registration Fee ☐ Academic Excellence Fee ☐ Building Use Fee ☐ Dedicated Fees ☐ Operational Fee ☐ Student Excellence Fee ☐ Technology Fee				
Other Fees	☐ Optional Fees <i>Diploma Fees</i> ☐ Transportation <i>Parking Permit</i> ☐ Course Fees ☐ DIME – Michigan English Placement Test				
International Fees	☐ Global Community Center (GCC)/International Cultural Center – <i>required for International Students</i> ☐ International Status Compliance				
Calculation	☐ 100% ☐ 25% - Student Share of GA Health Insurance ☐ Custom Percentage: _____ ☐ Dollar Amount Limit: _____				
Additional Notes					
1098-T Impact	☐ Box 1 and Box 5 Impact ☐ Box 1 Impact Only ☐ Box 5 Impact Only ☐ No Impact				
Override Spend Company (if not LSUAM)		☐ LSUAG ☐ PBRC			