

Financial Services has been working closely with Financial Aid, Student Employment, and the Office of Graduate Studies (OGS), to come to a consensus on how certain payments to UNM students should be processed. Guidelines have been established, and this information is posted on the Unrestricted Accounting – Main website: <http://ua.unm.edu/resources/student-payment-guidelines.pdf>. Please note that these guidelines are at the bottom of the document; after the flowchart and notes.

Historically, for a variety of reasons, many payments to students have been submitted via the DPEZ process through Accounts Payable. As you can see from the information at the link, there are limited cases in which this is appropriate. Most often, payment through Payroll (via Student Employment or OGS) or Financial Aid (via the Departmental Award process) is appropriate. Going forward, only the appropriate payments as outlined in the guidelines will be allowed via the DPEZ process. Additionally, when submitting requests for reimbursements to students via DPEZ, ONLY those expenses that have a clear, direct, and primary benefit to UNM, as opposed to the student in their educational pursuits, will be allowed. It is imperative that a clear and complete explanation of the UNM benefit and business purpose be included with any DPEZ reimbursement request. Any payments associated with degree or other academic program requirements must be submitted via the Departmental Award process.

Please distribute this information to the applicable parties under your purview. If there are ever any questions regarding how a particular payment to a UNM student should be processed, departments are encouraged to contact the applicable Financial Services accounting office, Student Employment, Financial Aid, or OGS in advance for guidance.