1) DPEZ Document Log

Please remind departments that, rather than calling the Financial Services accounting offices, they may access a DPEZ Document Log to determine the status of any DPEZ that has been submitted. The log will indicate whether the DPEZ has been received, by which office, and when it was received. It will also indicate if the DPEZ has been forwarded on the Accounts Payable, indicating it has been approved. If the search returns results indicating "sorry, there were NO documents found matching your request for: DZ0xxxxxx", this means the document has not been received and logged in by any accounting office.

Please keep in mind that the accounting offices process hundreds of DPEZs every day, and if staff has to take time to answer calls such as this, for a task that departments can complete on their own, this delays the processing time for all documents.

The DPEZ document log is located at: http://galog.unm.edu/. At this link, there is a separate log for both Main Campus and HSC.

2) Financial Aid "Department Award" and "Tuition Payment" forms

Department Award forms and Tuition Payment forms are submitted via a Workflow process, which routes for the necessary approvals, including from Financial Services accounting offices and Taxation, and ultimately on to the Financial Aid department for final processing. The forms and instructions are located at: http://scholarship.unm.edu/Forms/dept-forms.html.

Please note that there are separate forms for U.S. students and International students, for each type of payment. It is the department's responsibility to know the status of students for whom these types of awards are being submitted. It is crucial that ONLY U.S. students are submitted on the "Departmental Award Form" and the "Workflow Student Tuition Payment Form". Conversely, ONLY International students should be submitted on the "International Student Departmental Award Form" and the "International Student Tuition Payment Form".

Failure to submit the requests on the correct form will result in processing delays.

Regarding the completion of these forms, please pay particular attention to the following:

- Departmental Award Form:
    o If the field asking "Student is UNM Staff/Faculty; Yes/No" is answered "Yes", provide information in the "Comments/Special Instructions" area indicating the nature of the student enrollment.

- o If the field asking "Award Requires Service or Work; Yes/No" is answered "Yes", more than likely it's not appropriate to process as Financial Aid. Rather the payment should be processed through Payroll
- Tuition Payment Form:
  - o If the field asking "Student is UNM Staff/Faculty; Yes/No" is answered "Yes", provide information in the "Comments/Special Instructions" area indicating the nature of the student enrollment.
  - o If the field asking "Award Requires Service or Work; Yes/No" is answered "Yes", more than likely it's not appropriate to process as Financial Aid. Rather the payment should be processed through Payroll
- International Student Departmental Award Form:
  - o It is crucial that if any of the award is for Room & Board, or Travel/Research, those amounts be separately reported in the applicable column on the form ("Room & Board portion"; "Travel/Research")
  - o This is important for Taxation purposes
- International Student Departmental Award Form:
  - o Awards for ONLY tuition are to be reported on this form
  - o Use the International Student Departmental Award Form if any of the award represents Room & Board or Travel/Research
  - o This form does not route for Taxation review

These are the processing requirements for the accounting offices, and Taxation. For questions regarding the requirements for any other fields on the forms, please contact the Financial Aid office.