



LOUISIANA STATE UNIVERSITY

Louisiana State University
Office of Accounting Services
Sponsored Program Accounting
240 Thomas Boyd Hall

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 listed below.

Foundation Project ID		Principal Investigator (PI)	
BENGALS Description			
Cost Center Name		Cost Center ID	
Requested By		Date	
Contact Phone		Contact 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 (Required) Print Name Date

LSU Foundation (Required) Print Name Date

Sponsored Program Accounting (for internal use only)

Basic Gift Name			
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 (41%) 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 (53%) LSUA | LSU Foundation
- LSUE All Basic Gifts LSUAG Gift TR Group 1 (38%) LSUE | LSU Foundation
- LSU Foundation Autbill LSU Foundation Endowed Professorships Gift GA Health Insurance

Finance and Administration • Office of Accounting Services • Sponsored Program Accounting
240 Thomas Boyd Hall • Baton Rouge, LA 70803 • P 225-578-5337 • spa@lsu.edu

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(Scholarships/Fellowships) – Page 2

General Information

Basic Gift ID

FDM Translation (*SPA only*)

Please check all that apply:

Spend Category

TRX Code
LSU Students

TRX Code*
Non-LSU Students

Graduate Fellowship (SAE)	SC0111		
Undergraduate Fellowship (SAE)	SC0114		
Scholarship – Cash Award (SAE)	SC0112		
Scholarship – Tuition/Fee Exemption (ABS)	SC0112		

**For students not required to be enrolled as a condition of award or non-LSU students.*

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 scholarship/fellowship criteria and other donor restrictions must be attached.*

Approvals

LSU Foundation (Required)

Print Name

Date

Graduate School

Print Name

Date

Routing

Graduate Fellowship:

LSU Foundation → Graduate School → SPA → Student Aid → Bursar Operations

Undergraduate Fellowship:

LSU Foundation → SPA → Student Aid → Bursar Operations

Scholarship – Cash Award:

LSU Foundation → SPA → Student Aid → Bursar Operations

Scholarship – Tuition/Fees:

LSU Foundation → SPA → Bursar Operations → Student Aid

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