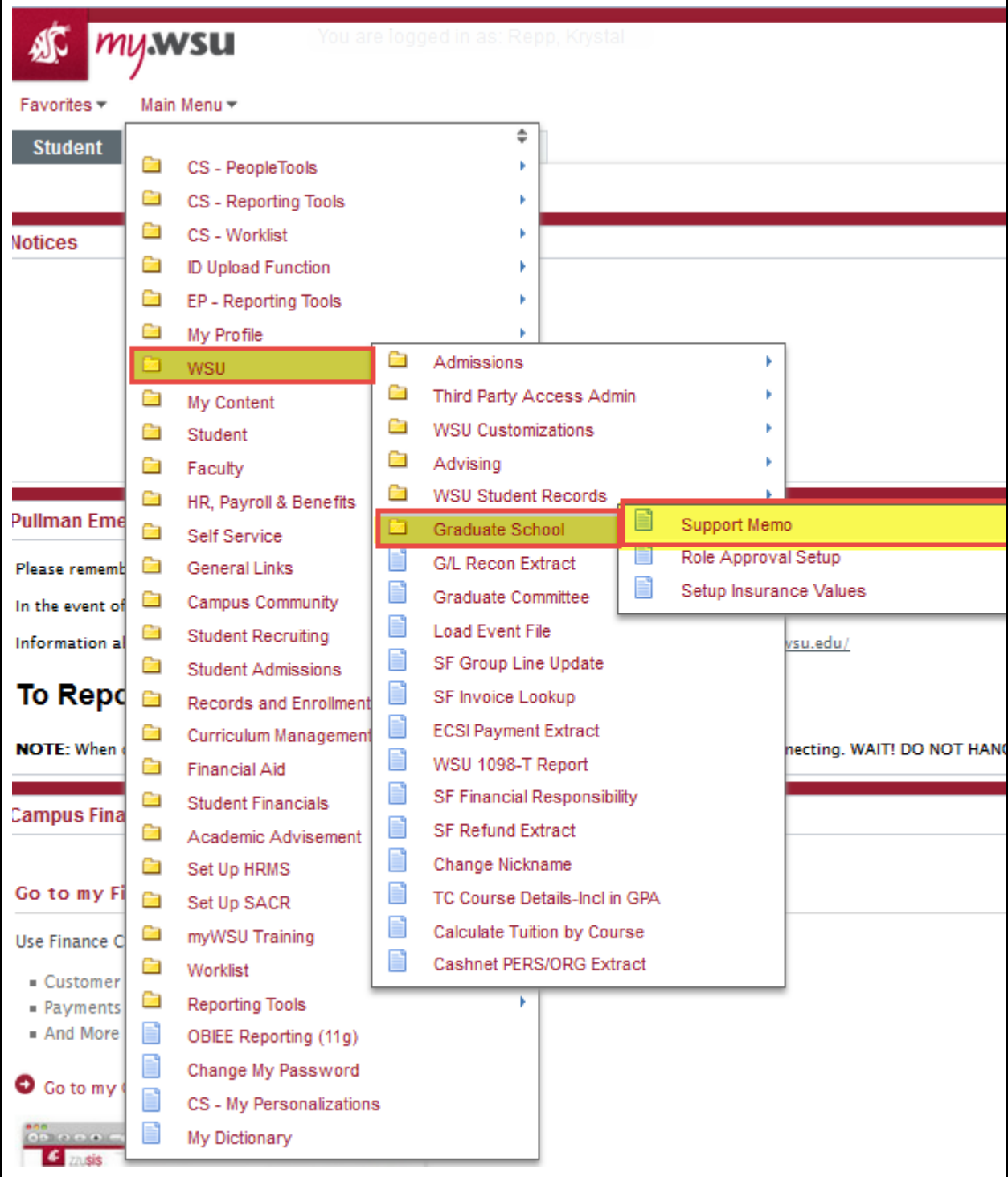


Guarantee/Commitment

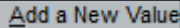
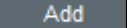
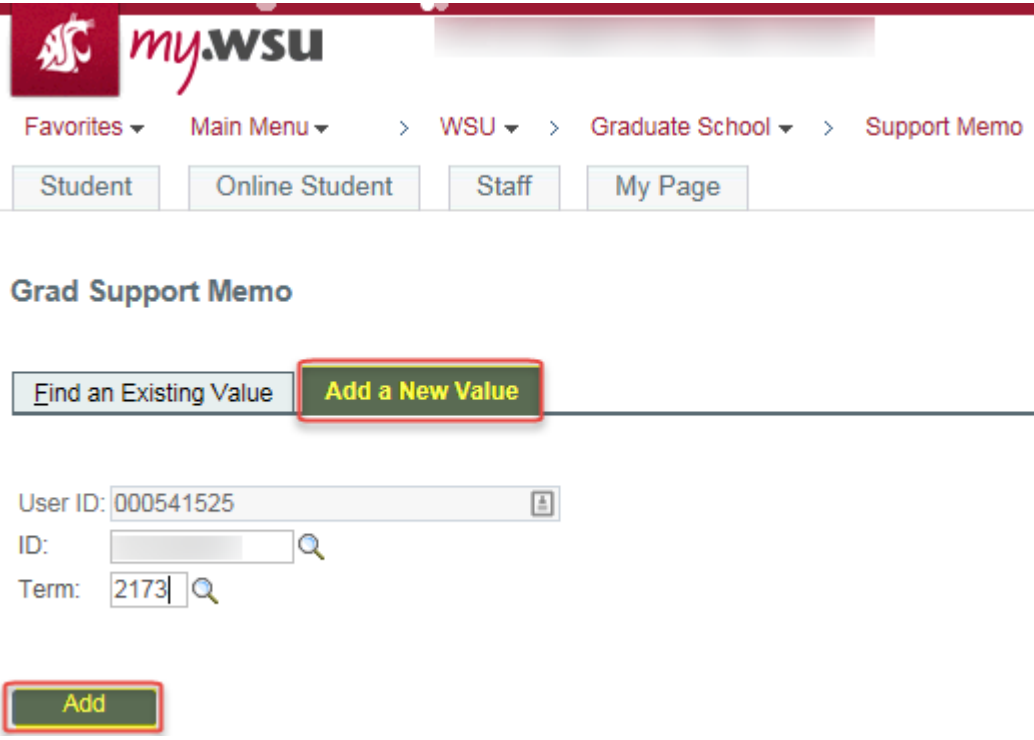


You would submit this memo if you want to do both: Pay for some fees associated with the student and seek a Graduate School waiver based on a commitment from the Graduate School.


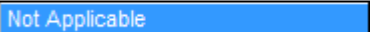
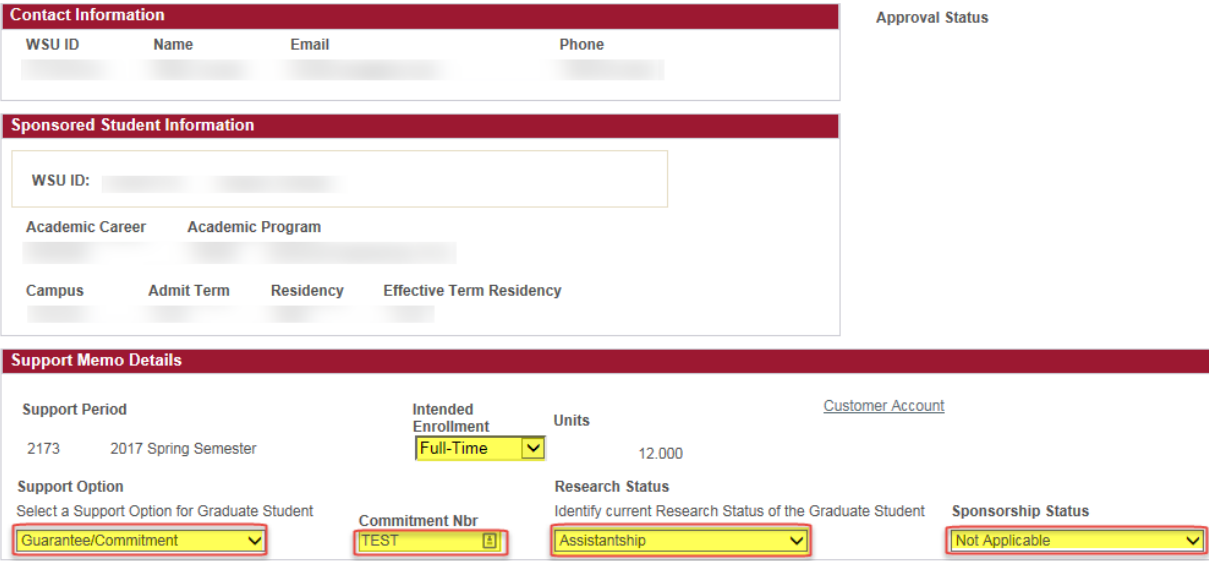

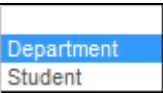
Guarantee/Commitment

Step	Action
Navigation	Main Menu > WSU > Graduate School > Support Memo



Job Aid

Step	Action
1.	Click in the Add a New Value field. 
2.	Click in the ID: field and enter the student ID. <input type="text"/>
3.	Click in the Term: field and enter the desired term. <input type="text"/>
4.	Click the Add button. 
 <p>The screenshot shows the my.WSU website navigation menu with 'Support Memo' selected. Below the navigation are tabs for 'Student', 'Online Student', 'Staff', and 'My Page'. The main heading is 'Grad Support Memo'. There are two buttons: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' button is highlighted with a red box. Below these are input fields for 'User ID' (000541525), 'ID', and 'Term' (2173). At the bottom left, an 'Add' button is highlighted with a green box.</p>	
5.	Click the Intended Enrollment list and choose the appropriate enrollment status. For this example, I have chosen the Full-Time list item. 
6.	Click the Support Option list. Click the Guarantee/Commitment list item. 
7.	Click in the Commitment Nbr field and enter the desired number. <input type="text"/>

Step	Action
8.	Click the Research Status list and choose the appropriate research status. For this example, I have chosen the Assistantship list item. 
9.	Click the Sponsorship Status list and choose the appropriate sponsorship status. For this example, I have chosen the Not Applicable list item. 
	
10.	Click the Requesting Insurance? List and choose the appropriate insurance request option. For this example, I have chosen the Yes list item. 
11.	Click the Who Will Pay? List and choose the appropriate option. For this example, I have chosen the Department list item. 
12.	Click the Type of Insurance list and choose the appropriate option. For this example, I have chosen the GSA Spring list item. Once this is chosen, the Amount will be automatically populated.

Job Aid

Step	Action																																																																						
<div style="background-color: #f2f2f2; padding: 5px;">Insurance</div> <p> Requesting Insurance? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Who Will Pay? <input type="checkbox"/> Department <input checked="" type="checkbox"/> Other Type of Insurance: <input type="checkbox"/> GSA Spring <input checked="" type="checkbox"/> Other Amount: 1288.00 Final Term <input type="checkbox"/> Yes Internship <input type="checkbox"/> Yes </p> <div style="border: 1px solid red; border-radius: 15px; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> Notice that the Total Guarantee Amount and Total Memo Amount include the insurance since the department is paying for it. </div> <div style="background-color: #f2f2f2; padding: 5px;">Tuition Guarantee Detail</div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Select Tuition & Mandatory Fees</th> <th>Description</th> <th>Charged Amount</th> <th>Payments Applied</th> <th>Balance</th> <th>Override Flag</th> <th>Memo Amount</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>PULLM GRAD Res Tuition</td> <td>5,612.00</td> <td>0.00</td> <td>5,612.00</td> <td><input type="checkbox"/></td> <td>5,612.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>PULLM GRAD Res Tui-S&A</td> <td>280.00</td> <td>0.00</td> <td>280.00</td> <td><input type="checkbox"/></td> <td>280.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Pullman Transit Fee</td> <td>27.74</td> <td>0.00</td> <td>27.74</td> <td><input type="checkbox"/></td> <td>27.74</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Pullman Health Fee</td> <td>184.00</td> <td>0.00</td> <td>184.00</td> <td><input type="checkbox"/></td> <td>184.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Pullman SRC Fee</td> <td>153.00</td> <td>0.00</td> <td>153.00</td> <td><input type="checkbox"/></td> <td>153.00</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Pullman CUB Fee</td> <td>120.00</td> <td>0.00</td> <td>120.00</td> <td><input type="checkbox"/></td> <td>120.00</td> </tr> <tr> <td colspan="2"> Total Charged Amount 6,376.74 Financial Aid, Waivers, and Other Credits </td> <td colspan="2"></td> <td>Total Guarantee Amount</td> <td colspan="2">7,664.74</td> </tr> <tr> <td colspan="2"> Total Payments Applied 0.00 </td> <td colspan="2"></td> <td>Total Waiver Amount</td> <td colspan="2">0.00</td> </tr> <tr> <td colspan="2"> Total Balance 6,376.74 </td> <td colspan="2"></td> <td>Total Memo Amount</td> <td colspan="2">7,664.74</td> </tr> </tbody> </table>		Select Tuition & Mandatory Fees	Description	Charged Amount	Payments Applied	Balance	Override Flag	Memo Amount	<input checked="" type="checkbox"/>	PULLM GRAD Res Tuition	5,612.00	0.00	5,612.00	<input type="checkbox"/>	5,612.00	<input checked="" type="checkbox"/>	PULLM GRAD Res Tui-S&A	280.00	0.00	280.00	<input type="checkbox"/>	280.00	<input checked="" type="checkbox"/>	Pullman Transit Fee	27.74	0.00	27.74	<input type="checkbox"/>	27.74	<input checked="" type="checkbox"/>	Pullman Health Fee	184.00	0.00	184.00	<input type="checkbox"/>	184.00	<input checked="" type="checkbox"/>	Pullman SRC Fee	153.00	0.00	153.00	<input type="checkbox"/>	153.00	<input checked="" type="checkbox"/>	Pullman CUB Fee	120.00	0.00	120.00	<input type="checkbox"/>	120.00	Total Charged Amount 6,376.74 Financial Aid, Waivers, and Other Credits				Total Guarantee Amount	7,664.74		Total Payments Applied 0.00				Total Waiver Amount	0.00		Total Balance 6,376.74				Total Memo Amount	7,664.74	
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	<div style="border: 1px solid black; padding: 5px;"> <p>Fellowship/Traineeship/Sponsored Student Information</p> <p><input checked="" type="checkbox"/> I certify the student is: (1) paid a stipend of at least \$800 per month; (2) engaged in research similar to that of an RA; (3) registered in at least 10 credits.</p> <p><input checked="" type="checkbox"/> Documentation of Student Stipend Emailed to Grad.Memo@wsu.edu(form will not be processed until all information is verified)</p> <p style="text-align: center;"> <input type="checkbox"/> Full Non-Resident Waiver 0.00 <input checked="" type="checkbox"/> Full In State Waiver 5445.00 <input type="checkbox"/> Partial Waiver 0.00 </p> <p>Department Verification Signature</p> <p><input checked="" type="checkbox"/> Sign 011281618 Repp, Krystal 12/06/16 2:26:07PM</p> </div>																																																																
17.	You can add additional comments in the comment box.																																																																
18.	Enter Account Program . The account program, must be one of the following 11, 12, 13, 14, or 17A.																																																																
19.	Click in the Account field and enter the desired Account Number.																																																																
20.	Press [Enter] . After you press enter, the Item Type number and description should automatically populate. If there is no item type available, please send an email to the Graduate School Service Desk at																																																																
21.	Click the Expenditure Authority list. <div style="border: 1px solid black; width: 150px; height: 20px; margin-bottom: 5px;"></div> <ul style="list-style-type: none"> If you are not the Expenditure Authority, choose the appropriate individual. If you are the Expenditure Authority, you will be able to Approve and Sign. 																																																																
22.	Click the Save button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;"> Save </div>																																																																

Job Aid

Step	Action								
	<p>Additional Comments: Please describe any unique or specific information needed to process this memo. You can add comments here!</p> <p>Account Details</p> <p>Account Program: 14D Account: 29400010 Item Type: 603000001860 Graduate School Guarantee Expenditure Authority: Yocum, Darren M</p> <p>Click SAVE after selecting Expenditure Authority to send this memo to them for approval.</p> <p>Electronic Expenditure Authority Signature</p> <p>Approve & Sign: [Dropdown]</p> <p>Audit Dates: Save & Last Updated</p> <p>SAVE Audit Memo Last Updated</p> <p>Void/Discard Memo</p> <p>For Official Use Only</p> <p>HWS Signature: [Dropdown] SPS Signature: [Dropdown] Graduate School Signature: [Dropdown]</p> <p>Save Refresh Add Update/Display Include History</p>								
23.	<p>Check the Status of the memo which is located in the top right hand side of the memo to insure the routing has begun. If the status is “In progress” the memo has not been moved on and it requires additional information.</p>								
	<p>Sponsored Graduate Student Support Memo Memo Log Nbr 000340 Status In Progress</p> <p>Contact Information</p> <table border="1"> <thead> <tr> <th>WSU ID</th> <th>Name</th> <th>Email</th> <th>Phone</th> </tr> </thead> <tbody> <tr> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> <td>[Redacted]</td> </tr> </tbody> </table> <p>Sponsored Student Information</p> <p>WSU ID: [Redacted]</p> <p>Academic Career Academic Program [Redacted]</p> <p>Campus Admit Term Residency Effective Term Residency [Redacted]</p>	WSU ID	Name	Email	Phone	[Redacted]	[Redacted]	[Redacted]	[Redacted]
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24.	End of Procedure.								