



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 sent to Emily Gregoire (egregoire@lsufoundation.org).

**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 (44%)                      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 Autobill                      LSU Foundation Endowed Professorships

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**240 Thomas Boyd Hall • Baton Rouge, LA 70803 • P 225-578-5337 • spa@lsu.edu**

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**AS492**

(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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