



# PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

## **Third Party Scholarship Submittal Information**

To submit a third party scholarship check on behalf of a student attending Prairie View A & M University, please utilize the following information as a guide to ensure that payment is received and applied accurately within a timely manner to the student's account.

Please ensure that the following information in the award letter and/or memo sent to the scholarships department includes the:

- **Student's First and Last Name**
- **Student's ID number**
- **Check amount**
- **The semester(s) funds are to be applied**
- **Scholarship/Donor name and contact information**
- **Any special instructions for application of funds**

Make checks payable to **Prairie View A & M University** along with the intended recipient and send to Treasury Services at the address listed below.

For all letters of financial guarantee to request invoiced billing for a student, please submit to Treasury Services for processing. Upon the donor's receipt of the invoice for student charges, please mail all payments for the student to Treasury Services at the address listed below:

**Prairie View A&M University  
P.O. Box 519, MS 1329  
Treasury Services  
Prairie View, TX 77446-0519**

If you require additional information, please contact the Office of Treasury Services at Payment Question—[cashiers@pvamu.edu](mailto:cashiers@pvamu.edu) or Billing Question – [stuar@pvamu.edu](mailto:stuar@pvamu.edu) or via telephone at 936-261-1000 (Option 5) or 936-261-1890.

Office of Student Financial Aid & Scholarships

P.O. Box 519; Mail Stop #1005 Prairie View, Texas 77446