



Office of the University Bursar

Attn: Sponsored Programs
PO Box 183248
Columbus, OH 43218-3248
sponsprg@osu.edu Email
(614) 292-1056 Phone
(614) 292-1106 Fax

Please complete and return the Office of the University Bursar's Sponsor Information Form using the contact information above. We ask you fill in all fields and send any questions to sponsprg@osu.edu. Once this form is returned, it will be used as a guideline of sponsorship for your students over one academic year. Sponsors are obligated to update the form annually. If the updated form is not received, the Office of the University Bursar reserves the right to end the sponsor relationship at any time. If you would like to make changes to the information we have on file, a new form must be requested for completion.

Invoices: Invoicing begins the fifth week of the term; payment is due by the date listed on your invoice.

Payments: All payments must include your Ohio State University **account number**, the **student's name**, **identification number**, and **semester** of payment or the **invoice number**. If payment is not received by the due date on the invoice, the amount due will be removed from the sponsor's account and charged back to the student's account.

ACH/Wire: If you wish to make a payment by ACH/Wire, please send an email to sponsprg@osu.edu for specific ACH/Wire instructions.

Checks: Please make checks payable to "The Ohio State University" and mail to the address below.

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OUB SPONSOR INFORMATION FORM

Please complete and return this form to sponsprg@osu.edu

Contact Information – Please list the Organization information and two contacts if applicable. This will ensure proper communication during absences and/or position changes.

Organization Name: _____

Billing Address: _____

Organization Email: _____

Organization Phone: _____

Organization Fax: _____

Primary Contact: _____

Contact Email: _____

Contact Phone: _____

Contact Fax: _____

Secondary Contact: _____

Contact Email: _____

Contact Phone: _____

Contact Fax: _____

How do you prefer to **receive your invoices** from The Ohio State University?

Email (OSU's preferred invoicing method)

Fax

Regular US/International Mail