**REQUEST FOR SUPPORT (RFS)**

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| **TO: <Company Name> (“Company”)**  **ATTN: <Company POC>**  **<Company Address>**  **Telephone:** **<Company Telephone No.>**  **Email:** **<Company Telephone Email>** | **RFS NUMBER (*optional*):**  **# GT –** ***3-Letter Company Identifier*** **– *5-digit number identifier (e.g.,*** # **GT-ABC-00005)**  *OR* **Leave Blank** |
| **DATE: Month Day, Year** |
| **DESCRIPTION**  **Fellowship Award Name and/or**  **General Support Details**  ***Examples:***  ***ABC Company Graduate Fellowship Award to Support***  ***Georgia Tech Graduate Student for***  ***2024-25 Academic Year***  *OR*  ***Fellowship Support for***  ***Georgia Tech Graduate Student for***  ***Fall 2024 Semester***  *OR*  ***See attached agreement for Fellowship Award details***  ***related to this invoice.***  **TOTAL** | **AMOUNT**  **$$$$**  **<\*TOTAL AMOUNT\*>** |
| **Please send ACH & Wiring Transfer to:**  **Georgia Institute of Technology**  (***Georgia Tech banking details and ACH & Wiring Instructions will be provided separately by the GT Department. Departments should reference the*** [***How to Process Department-Coordinated Fellowships***](https://grad.gatech.edu/sites/default/files/documents/protected/How-to-process-department-coordinated-fellowships.pdf) ***for details.)*** | **Please make check payable to:**  **Georgia Institute of Technology**  **ATTN: Fellowships Team Bursar**  Bursar's Office  Lyman Hall, Suite 111  225 North Avenue  Atlanta, GA 30332-0255 |
| **Note**: Please include the student’s name or the fellowship’s name in the memo section of the check or wire transfer. | |
| **Stipulations**   1. This Request for Support (RFS) outlines the Company’s intent to fund a student’s fellowship award. Since this is not a gift, no gift or donation acknowledgement will be provided. 2. This funding is **not for goods, services or an internship**. 3. This RFS constitutes the entire understanding of the parties regarding this funding. 4. Notwithstanding terms and conditions (T&Cs) in a separate written agreement signed by Company and Georgia Tech’s authorized representatives, any additional T&Cs are **null and void and shall not apply** to Georgia Tech. | |