



Stipend Payroll Request Form

Use this form to compensate an employee for services performed in addition to his/her regular responsibilities. This form can also be used to pay student stipends for work performed relating to grant funds. The form must be completed and sent to the appropriate Cabinet member for signature and budget approval. The signed form is then forwarded to the Payroll Office for processing.

New Employees should contact the Payroll Office to complete all necessary new hire paperwork.

Check One: _____ Faculty _____ Staff _____ Student _____ Part Time/Adjunct

Name of person to be paid*: _____

Amount: \$ _____ Date to be Paid: _____

Purpose of Stipend (please attach supporting payment documents): _____

Source of funding (budget line):

Print Name & Signature of Authorized Requestor _____ Date _____

Cabinet Officer _____ Date _____

Date Received in Payroll Office _____

Date to be paid through Payroll _____

*Please complete a separate Stipend Request Form for each individual.