

PAYROLL STIPEND REQUEST - STUDENT ORGANIZATION

Complete and send to Augsburg Payroll Department, CB 308. Science Hall 148I

**** All payments paid on regularly scheduled pay date - For Students on Payroll**

Organization Name: _____

Request Date: _____ **Due Date:** _____

Requested By: _____ **Date:** _____
Commissioner

Authorization: _____ **Date:** _____
Faculty/Staff Advisor to Student Organization

Authorization: _____ **Date:** _____
Director, Activities & Orientation

Student Name	Student ID	Cost Center/Fund	Amount
Total:			0

Additional Detail - Ex: Date & Work Performed:

How do I complete this form?

Student Name Print the full name of the employee. Avoid using nicknames.

Student ID Print the ID number of the employee. Requests without ID numbers will be sent back to the requester, resulting in delay of payment

Account All payroll payments are charged to Account 5050, Student Compensation.

Cost Center Please fill in the Cost Center and Fund to which this payment should be charged.

Amount Please fill in the amount of the payment you are requesting.

Additional Detail Note any other specific information that would be useful for your purposes or for Payroll in terms of carrying out this payment request.