PAYROLL STIPEND REQUEST - MULTIPLE RECIPIENTS
Complete And Send To The Appropriate Department - See Instructions Below

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

Requested By: _____ **Authorization:** _____
(Budget Manager or AVP)

Signature: _____ *Have you budgeted this expense? Yes___ No___

Dean's Office or
HR Authorization: _____

Department or
Project Name _____ ****(Needed if not budgeted in the department's**
discretionary budget line)

Stipend Account: 5006 **Cost Center/Fund:** _____ **Subobject:** _____

Additional Detail - Ex:. Date & Work Performed:

Employee Name	Employee ID Number	Amount
		Total:

How do I complete this form?   See instructions on next page

When do I complete a Payroll Payment Request as opposed to an Authorization Invoice?

Payroll payments are made only for services rendered to the college. Reimbursements for mileage, supplies, etc. should still be requested from Administrative Accounting.

How do I complete this form?

Request Date	Requests for Staff and Students must be turned in to Payroll by 10 am on the Monday following the end of the pay period. Student employees generally must be paid by the hour and record their time on a student timesheet. Faculty request must be turned into the Dean's Office for approval by 9 am on Monday following the end of the pay period.
Due Date	If the request is made on or before the Monday following the end of the pay period, the payment will be made on the next payday. You may specifically request a later date.
Requested By	Print the name of the party making the request for payment.
Authorization	Payment requests must be signed by the budget manager with the appropriate authority limits. Payments made to faculty members must be authorized by the Dean's Office.
Have you budgeted…	Answer yes or no to this question whether this is a budgeted expense.
HR Authorization	Authorization of the AVP, Human Resources or designate is necessary if this expense is not budgeted in the department's discretionary budget line.
Account	All payroll stipend payments are charged to Account 5006, Stipend (Compensation).
Cost Center	Please fill in the Cost Center and Fund to which this payment should be charged. Fund is usually 1000 except for grant-funded projects.
SubObj	All stipend payments are charged to SubObj 6878 (faculty), 6874 (Staff), or 6382 (Students).
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.
Employee Name	Print the full name of the employee. Avoid using nicknames.
Employee ID #	Print the ID number of the employee. Requests without ID numbers will be sent back to the requester, resulting in delay of payment
Amount	Please fill in the amount of the payment you are requesting for each person.
Total	Total amount of all requests on this form.