

Student Stipend Award

This document certifies that the student named below is awarded a Stipend. Please send completed form to Student Employment, AC420. The form is due to Student Employment 2 weeks prior to expected payment date. A detailed explanation of the work being completed **MUST** be attached for the student to receive payment through payroll, this detail **MUST** also include the estimated number of hours the student will work to earn the requested stipend.

Project Director:

Contact Person:
(in case of questions)

Department:

Student ID Number:

Student Name:

Position Number:

Period of Award Activity: _____ to _____

Total Amount of Stipend:

Disbursement Schedule:

COST CENTER #	GRANT #	INTERNAL ORDER #	AMOUNT	PAYMENT DATE
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REQUIRED SIGNATURES:

Date

Awardee

Date

Project Director/PI

Date

Unit Funding Stipend/Department Head

Date

Grants/Comptroller

Date

Payroll

Date

Financial Assistance

This form is to be used for **only research assistants, resident advisors, student media, student athletic team managers, and pep band, graduate assistants, teaching assistants and graduate teaching instructors.**

This form is **NOT** to be used for supplemental pay.

Payroll will have the final say in determining if a student is to be tracking hours and completing a time sheet to stay in compliance with the Department of Labor.