

STIPEND PAYMENT REQUEST FORM

Fund # _____

For the Period: _____

Please attach this form to a Purchase Form, check request, when submitting for payment. Stipends are generally non-taxable to the recipient, unless the University receives some sort of benefit in the form of services. Use the descriptors below to determine which Account Code to apply.

A	Payment is for living expenses/allowance, use E603.	C	Payment is to further students' education and training, use E603.
B	Payment is for training to acquire new skills, use E603.	D	Services were received from the recipient, use E622.

	Name (last name first)	W# or SSN	Amount	Acct Code	Type A, B, C or D
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					

Use Additional sheets if needed - Page _____ of _____

Routing:

Grants: Route to Research and Sponsored Programs (RSP), MS 9038, with completed Purchase Form, check request.

Other Payments: Route to Accounts Payable with completed Purchase Form, check request.