Stipend Request Form

The purpose of this stipend form is to compensate the employee for services performed in addition to his/her regular responsibilities. This form must be sent to the area Vice President/Dean for approval, and then forwarded to the Budget Office for budget approval. The Budget Office will then submit the request to Payroll for processing.

New recipients should contact the Payroll Office to complete a W-4 for tax information.

Check One:  _____Faculty  ______ Staff  _______ Student  _______ Part Time/Adjunct

Name of person to be paid * ___________________________ Drew ID# ___________________________

Amount $ ___________________________ Date to be Paid: ___________________________

Purpose of Stipend: ____________________________________________

Print Name & Signature

[Requestor] [Date]

Signature Only

[Signature] [Date]

SOURCE OF FUNDING:

Unit or Organization Name [e.g., "Chemistry Department" or "XYZ Grant"]

[Name]

[Must provide Banner accounting information below]:

<table>
<thead>
<tr>
<th>Banner Fund (Choose ONE)</th>
<th>Banner Org</th>
<th>Banner Account (Circle ONE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enter &quot;1201&quot; or Restricted Fund # Below</td>
<td>Write 6-digit Org # Below</td>
<td>60002 Faculty Stipend Full Time</td>
</tr>
<tr>
<td>_______________________________</td>
<td>___________________________</td>
<td>60009 Part Time/Adjunct Stipend</td>
</tr>
<tr>
<td>_______________________________</td>
<td>___________________________</td>
<td>60011 Faculty Overload</td>
</tr>
<tr>
<td>_______________________________</td>
<td>___________________________</td>
<td>60109 Staff Stipend</td>
</tr>
<tr>
<td>_______________________________</td>
<td>___________________________</td>
<td>60206 Student Stipend</td>
</tr>
</tbody>
</table>

For Budget/Payroll Use:

Budget Approval: ___________________________ [Signature] [Date]

Processed: ___________________________ [Signature] [Date]

* If more than one individual for this program/event, a separate Stipend Request Form for each individual MUST be completed and submitted.

Send one copy to the Budget Office and retain one copy in department.

[Rev 02/17]