



STUDENTS' PAYMENT REQUEST CHECKLIST

You must attach a copy of this checklist to all student payment requests, in addition to the award letter.

Name of Fund	
Accounting Distribution	
Semester(s) of Award	
Departmental Contact: Name/Email/Phone	
Brief Description and Purpose of Award	

	The student has been provided an award that requires a specified number of hours of work at a specified hourly rate. The supervisor tells the student, where, when, and how the work is to be performed. These will most typically be undergraduate students	Student Employment
	The student has been provided an award that has a specified number of hours of work per week, but is paid on a salary, rather than hourly basis. The payments are made in even increments over a semester or academic year. These will typically be graduate/professional students who have a stipend, fellowship, or an assistantship with a work component.	Human Resources
	The student will not be enrolled for classes during the semester(s) for which the money has been awarded (ex: Scholarships/Fellowships). Regardless of enrollment status, awards and prizes should be processed in the AP office (including travel awards). <small>*Non-resident Alien student payments must have the tax assessment completed by Payroll before AP can process.</small>	Accounts Payable
	The student will be enrolled for classes during the semester(s) for which this money has been awarded. The disbursement will first be applied against any outstanding balance the student may have with Student Accounts. This may result in the student not receiving a refund when this award is applied to his or her account. It also could affect other financial aid which the student has been provided.	Financial Aid

Certification

I certify that the information on this form is correct and that I am authorized to award this money.

Name

Title

Department

Please return this form to the appropriate area: Student Employment, Human Resources, Accounts Payable, or Financial Aid.