



Stipend Check Request

The Stipend Check Request form is for EXCLUSIVE use of these programs. Check one:

- ___ AMRI Outreach Summer Intern Program
___ Project Pass / Special Upward Bound
___ Classic Upward Bound

A current W-9 must be attached. No invoice is needed. Payee can not be a current employee.

Payee _____
If Individual - Last name, first

Address _____
Street Address City State Zip

Social Security or Tax Identification # _____ Period of services _____

Brief description of services _____

Distribution of Check: Call _____ or Mail _____ If Mail: _____
Name & Ext. Remit Message - max 30 characters.

Is this to be charged to a project or grant? ___ Yes ___ No

If yes, route this form to Research Accounting for approval before sending to A/P.

Approval by Research Accounting: _____

Speed Type and Amount:

Table with 3 columns: Account, Speed Type, Amount. Row 1: 656500, \$

For Accounts Payable Use only:

Table with 2 columns: Vendor ID / Add, Invoice #, Date

By requesting this payment, I certify that the above named payee is not a current or retired employee of the LSU System during the period of services.

Approved by:

Originating Department _____

Printed name of Chairman / Dept. Head / Dean _____ Date _____

Signature of Initiator _____

Signature of Chairman/ Dept. Head/ Dean _____ Date _____
Signatures are requested in blue ink.

Accounts Payable Approval _____

Procedure or the Stipend Check Request

4/08

- **The Stipend Check Request is exclusively for the following programs:**
- **Project Pass/ Special Upward Bound**
- **Classic Upward Bound**
- **AMRI – Outreach Summer Intern Program**

- **Any department other than those listed above interested in using this form, should seek approval from the Accounts Payable Manager.**

- **A current W-9 is required for each check request.**

- **All payments are reportable to the IRS as taxable income.**

- **No invoice is needed.**

- **Payee cannot be an employee. To verify a current employee contact Human Resources at 280-6259.**

- **Any questions can be directed to the Accounts Payable Manager at 280-5431.**