

White Human Resources
Green Position Control
Canary President's Office
Pink Department Head / Project Director
Golden Rod Payroll



MISSISSIPPI VALLEY STATE UNIVERSITY

Office of Sponsored Programs

Stipend Authorization Form

A stipend is a lump-sum payment in addition to the base appointment salary that provides recognition or incentives to employees.

**Payment of stipends include but are not limited to employee participation in evening and weekend workshops (i.e., Faculty Development) and training for and/or preparation of online courses.

This form must be in the Office of Sponsored Programs by the 1st of the month to be processed for the next pay period.

SECTION I

Employee Name: _____ Employee ID: _____

Employee is receiving a stipend from the Department of: _____

Brief explanation for purpose of stipend (**attach documentation**):

Date of stipend activity: _____ to _____

Amount to be paid: _____

Account Name: _____ Banner Org. Number: _____

Project Director Date

Sponsored Programs/Title III Director Date

Executive Staff/ VP Date

Human Resources Date

VP for Business and Finance
(Refer to Approval Limit Schedule) Date