

Stipends

Stipends are generally paid with encumbrance numbers. Encumbrances are set up with Accounting. The current contact is Erin Michaels.

Once an encumbrance is set up check requests can be completed. We have found it helpful to type up a check request with the basic information and keep on file. One for each month or each check expected per individual. The students can sign them monthly or however you see fit.

The current date, amount of check, month of payment and can be hand written in each month. This is helpful to ensure information is not written incorrectly, illegible, or missing information.

Check requests must include Current Date, Correct FOAP, T number, Name and correct mailing address, encumbrance number, description of stipend (if it is a monthly payment please include the month associated with the payment) the amount of check, and appropriate signatures. Payee must sign.

In order to process payments, we must have the completed check request and a form of back up which would include the program name, encumbrance number, list of students with T numbers, and amount to be paid. This also ensures we are not over or underpaying or duplicating payments.

Please send all stipends together. We can not accept Stipends periodically through out the month. We need them to come over as batches. This ensures that all students are paid at the same time and that over payments or missing payments are not an issue.

Career Pathways Initiative Summer 2020 All Stars unlimited Encumbrance E0010494

T number	Last name	First name	Summer Stipend
T0123648	Applegate	Samantha	\$75.00
T0127856	Brown	James	\$75.00
T0125879	Carpenter	Sabrina	\$75.00
T0128796	Cornell	Chris	\$75.00
T0129785	Del Ray	Lana	\$75.00
T0125879	Ford	Lita	\$75.00
T0198768	Hagar	Sammy	\$75.00
T0187959	Hendrix	Jimi	\$75.00
T0126798	Mathers	Marshall	\$75.00
T0135972	Stefanie	Gwen	\$75.00
T0139867	Wallen	Morgan	\$75.00
T0197632	Zeiders	Warren	\$75.00