



STIPEND REQUEST FORM

Payroll Department
 P.O. Box 1000
 Athens, WV 24712-1000
 (304) 384-5272

STIPEND INFORMATION		
One-Time Payment	<input type="checkbox"/> Yes <input type="checkbox"/> No	Total Amount: _____
Is Individual a	<input type="checkbox"/> Student <input type="checkbox"/> Employee	Amount to be paid per pay period: _____
Reason for Payment (DUTIES MUST EXCEED PIQ OR JOB DESCRIPTION):		
Date(s) Service Performed (CANNOT EXCEED END OF FISCAL YEAR):		
Org.Number:	Fund Number:	Account Number:

SUPERVISOR'S INFORMATION
Print Name:
Phone Extension:
E-Mail Address:
I hereby certify that all of the information provided on this form is true and correct to the best of my knowledge.
Signature: _____ Date: _____

EMPLOYEE INFORMATION
Print Name: _____ Signature: _____ Date: _____
Department: _____

APPROVALS
Vice President of Area Requesting Payment:
Print Name: _____ Signature: _____ Date: _____
Director of Human Resource
Print Name: _____ Signature: _____ Date: _____
Vice President for Finance:
Print Name: _____ Signature: _____ Date: _____
President:
Print Name: _____ Signature: _____ Date: _____

Please complete the IRS Form W-4, Employee's Withholding Allowance Certificate and attach to this request. No payments will be made without this information.

Procedures for Payment of Stipends

A. Types of Stipends:

1. **Educational Training (Stipends):** (Account Code 043) Fixed sums paid regularly to an employee of a state agency or an outside participant (under contract) attending school. The allowance is for reimbursement of expenses in performance of work outside the scope of normal job duties and employment contracts and may be paid to faculty or students. Stipends are allowed for periodic payments to graduate assistants, dormitory resident assistants and officers of student government associations or similar student organizations.
2. **Grants, Awards, Scholarships, and Loans:** (Account Code 083) Disbursement of funds for the payment of grants such as grants, fairs and festivals for the Department of Agriculture and the Division of Culture and History; the financial aid for students, Upward Bound stipends, economic loans or other appropriate authorized expenditure. Agency must have granting authority and may determine the guidelines stating how the grant funds are to be dispensed.
3. **Federal Sub-recipient Disbursement:** (Account Code 128) Disbursement of federal awards made to sub-recipients to carry out a federal program. The definition of sub-recipient is any nonfederal entity, not-for-profit organization, county, or municipality that expends federal awards received from a pass-through entity, (i.e., a state agency) to carry out a federal program, but does not include an individual who is a beneficiary of such a program. The object code should be used for federal awards only and is not to be used for processing vendor payments or payments made with state funds.
4. **Stipends: (All Other)** Disbursement of funds to individuals for performing various tasks in addition to their regular duties. This includes payments to faculty, staff, students, etc. These payments would typically be handled by the Payroll Department.

B. Stipend Payments:

1. Payments from the Payroll Office include those stipends paid to anyone who is an employee of Concord University and paid through the West Virginia State Auditor's Office on the EPICS payroll system. These payments will insure that proper IRS guidelines are being followed and proper taxes are being deducted.

2. Payments from the Accounts Payable Office include those who are not a regular employee of Concord University. This includes graduate assistants working the Athletic Department, students in the Upward Program and McNair Programs who are not enrolled at Concord University, such as high school students, and students participating in the Social Work Department who are not enrolled at Concord University. If enrolled at Concord University, students should be paid through the student payroll system utilizing EPICS.

C. Stipend Request Form:

1. This form must be completed in its entirety before submitting any invoice for stipends. If the form ends up in Payroll or Accounts Payable without the requested information, it will be returned to the originating department for proper completion.
 - a. If a department pays stipends to individuals on a regular basis (e.g., as sometimes occurs in Athletics) the Stipend Request Form can be completed at the beginning of the agreement and extend through the agreement period. This will eliminate the need for completing the request form on a monthly basis.
 - b. For grant payments made through payroll (EPICS) on a quarterly basis, a department may complete the Stipend Request Form at the beginning of a fiscal year provided that amounts paid throughout the fiscal year total the amount on the original Stipend Request Form.
 - c. For grant payments made through payroll (EPICS) at various times throughout the fiscal year, a department is required to complete the Stipend Request Form EACH time a payment is requested
 - d. If a department pays multiple stipends to various individuals (who are not regular employees or students paid on the EPICS payroll) on one invoice (e.g., Upward Bound, McNair), the department can complete one Stipend Request Form for the invoice. When this procedure is being used, make sure to attach a copy of the invoice before sending for proper signatures.
2. Once the department has completed the Stipend Request Form, it **must** obtain all of the required signatures before it will be processed through Payroll or Accounts Payable. If the required signatures are missing, Payroll or Accounts Payable will return the form to the originating office requesting the required signatures.