LUMP SUM – STUDENT PAYMENT VOUCHER

INSTRUCTIONS FOR SUPERVISORS:

Complete Section1 using the same information submitted on contract. Do not use this form to attempt funding or job title changes. Fill in the dollar amount to be paid in section 2. Sign section 3. Account custodian must also sign. (If you are both supervisor and account custodian, write "same" in place of the account custodian signature.) Submit to payroll office. There is no limit to the number of vouchers you can submit per lump sum contract.

SECTION1: PAYEE INFORMATION

Student Name: _____

Job Title: _____

Cost Center to be Charged:

_____ _____ _____
FUND ORGANIZATION PROG

SECTION 2: PAYMENT INFORMATION

Pay a single payment of $ _____ on the next payroll for work satisfactorily completed to date.

SECTION 3: AUTHORIZATION

Supervisor verifying work completed:

Printed name: _____

_____
Signature Date

Account Custodian authorizing payment:

Printed name: _____

_____
Signature Date

STUDENT PAYROLL OFFICE USE ONLY

Empl ID _____ Rec.# _____ Target Payroll _____

Processed by _____ Date _____ On payroll edit ☐