

# LUMP SUM – STUDENT PAYMENT VOUCHER

## INSTRUCTIONS FOR SUPERVISORS:

Complete Section 1 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.

Please submit voucher to Student Payroll (Old Main 110) two weeks prior to the intended pay day.

## SECTION 1: PAYEE INFORMATION

Student Name: \_\_\_\_\_ UWS Student ID# \_\_\_\_\_

Job Title: \_\_\_\_\_

### Cost Center to be Charged:

\_\_\_\_\_  
FUND ORGANIZATION PROG

## SECTION 2: PAYMENT OPTIONS

- Option A  
Pay \$ \_\_\_\_\_ per payroll period until a total of \$ \_\_\_\_\_ is reached. Please begin with the \_\_\_\_\_ pay period.
- Option B  
Pay a single payment of \$ \_\_\_\_\_ on the \_\_\_\_\_ pay period 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