



## STIPEND PAYMENT REQUEST FORM Project Reader

SCHOOL FOR PROFESSIONAL STUDIES  
Prompt legible submission facilitates prompt payment

### AP OFFICE USE ONLY:

AP TYPE \_\_\_\_\_  
DATE VOUCHERED: \_\_\_\_\_  
DATE DUE: \_\_\_\_\_  
VOUCHER # \_\_\_\_\_

**PLEASE PRINT OR TYPE** ~ Send original forms to: Mail Code P-8, Regis University, 7600 E. Orchard Rd. Ste. 100N,  
Englewood, CO 80111

### Course

Year \_\_\_\_\_ Semester : Fall ☐ Spring ☐ Summer ☐ Academic Period: 8w1 ☐ 8w2 ☐

Course Subject Code	Course #	Section #	Title	Semester Hours
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### Project Reader Information

Payee: \_\_\_\_\_ SS# \_\_\_\_\_ --- --- Stipend Amount \$ 50.00

Type: ☐ 1099 (Independent Contractor) ☐ W-4 (Affiliate or Full Faculty)

Home Address \_\_\_\_\_ Phone# \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

### Student

Student: \_\_\_\_\_ Home Phone \_\_\_\_\_ Regis Employee? ☐ Yes ☐ No

Address \_\_\_\_\_ Work Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-mail \_\_\_\_\_

ID#: \_\_\_\_\_ Faculty Advisor: \_\_\_\_\_

### Agreement

Upon submission of this form all parties agree to the terms as outlined herein and/or on the attached documents. Regis University will pay the above stipend after the grade recommendation is submitted to Regis University. The Payee agrees to a contract that is temporary in nature; thus, it carries no fringe benefits and no guarantee of a continuation of any role for the Payee after this particular course, with this particular student, is complete.

### Internal Use Only

#### Authorization to Pay:

Budget Manager: \_\_\_\_\_

Date: \_\_\_\_\_

#### Budget# (A/P Office use only...)

UG EMP ☐ 17240-55111

UG Independent Contractor ☐ 17240-64360

GRAD EMP ☐ 27240-55111

GRAD Independent Contractor ☐ 27240-64360