

Reset Form

# STUDENT STIPEND REQUEST FORM

Do not use this form for Employee/Student Expense Reimbursements or for Student employment.

**This form is for:**

Fellowship/Grant/Internship Assistance (no services provided to St. Olaf) - NOT FOR credit processed in Accounts Payable - FLW code (letter at year-end, no tax form)

Fellowship/Grant/Internship Assistance (no services provided to St. Olaf) - FOR credit processed in Student Accounts = 1098T

**Description of Educational Activity:**

RECIPIENT:

STUDENT NUMBER:

STUDENT SIGNATURE International Students Check Here

DATE

REQUESTED BY:

PHONE:

DATE:

**IS THE PAYEE A U.S CITIZEN OR PERMANENT RESIDENT ALIEN? Yes No**

- If yes, a completed and signed W-9 form must accompany this check request form when paying a new vendor.
- If no, please contact Payroll at 507-786-3299.

NOTE: It is absolutely necessary to include Fund, Cost Center and Account on each form.

**Fund Cost Center Account Activity**

**Award:**

**Due Date:**

Check if this is funded, totally or partially, by external grant or grant matching funds.

Instructions: Print this form, sign and send the original to the Financial Aid Office for Independent Ed. Activity or to the Accounts Payable Office for non-service or service payments.

Student Orgs: Bring to Student Activities Manager for signature and verify stamp before delivery to the Financial Aid Office or Accounts Payable.