TUSKEGEE UNIVERSITY

Academic Stipend Authorization Form

In order to be paid, the Academic Stipend Memo must be submitted to the payroll Office each month. Academic Stipend payments are processed with the Student Payroll which is generally paid on the 14th of each month.

Student Name: ______________________________________ Student ID # _____________________

Classification ___________________ Department Assigned ______________________________

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Start Date: Month ____ Day _____Year _____ End Date: Month ____ Date: ______ Year_______
(May Not Cross Fiscal Years 07/01-06/30)

*Criteria:

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1. ___________________________________ Signature of Stipend Recipient Date

2. ___________________________________ Department Head/PI Date

3. ___________________________________ Dean/Vice President Date

4. ___________________________________ AVP for Budget and Planning Date

5. ___________________________________ Grants and Contracts Date

6. ___________________________________ Student Financial Aid/Scholarships Date

Please Note: Stipend Recipient Monthly Progress Report should be attached signed by Student and Advisor (PI).