

To set up payment of an award stipend you must process completed Recurring Payment Voucher Request and Direct Student Financial Support Payments Certification Forms through Financial Services.

Review the award notice to determine the amount and frequency of the stipend.

Both the Recurring Payment Voucher Request and Direct Student Financial Support Payments Certification forms may be downloaded from the Financial Services-Forms website.

Complete the Recurring Payment Voucher Request form.

- Include the Agency Org.
- Include the appropriate Object and Sub-Object for the type of position (undergraduate graduate or Post-doctoral).
- Include the recipient's Vendor ID, Name, and Address.
- Include Total Amount of Payment Request.
- Under Payment Schedule enter the calendar year and stipend amount. The total amount of the individual stipends should equal the dollar amount entered under Total Amount of Payment Request.
- Under Description include the award number, type of award and stipend payment information.
- Complete the contact information section, print and sign the form.
- Keep a copy for your file.

Complete the Direct Student Financial Support Payments Certification Form.

- Include student's name, ID number, total payment amount, department name and check the US Citizen box.
- Include your name as Department Representative, print and sign the form.
- Keep a copy for your file.

Send both completed forms, along with the printed award notice stating the award amount and payment structure, to Payables and Reimbursements, Mail Code 5912.

Payables and Reimbursements will only accept original forms. Do not send faxes or scanned PDFs.

It may take at least two weeks for the recurring payment voucher to be established, so send your request as soon as possible.

You will know the payment voucher has been established when you see the encumbrance added to the account. Double check to confirm the encumbered amount is correct and that the stipend payment amount is correct when performing monthly account reconciliation.