

**STIPEND REQUEST**

First time payees need to fill out a W9 tax form.					<a href="#">Click here to access the W9 form.</a>
<b>Stipend Recipient Information:</b>					<b>Requested By:</b>
NAME					Name:
STREET					Dept./Room No:
CITY	STATE	ZIP			Phone/ Ext.:
EMAIL					Date:
IS THE PAYEE A CSUF EMPLOYEE?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	IS THE PAYEE AN ASC EMPLOYEE?	
IS THE RECIPIENT A CSUF STUDENT?		Yes <input type="checkbox"/>	No <input type="checkbox"/>	IS THE PAYEE A US CITIZEN?*	
<b>*NOTE:</b> Federal funds may not be used to support individuals who lack legal immigration status.					
DID THE RECIPIENT PERFORM ANY SERVICE OR WORK TO RECEIVE THIS PAYMENT?					Yes <input type="checkbox"/>
					No <input type="checkbox"/>

Stipends are payments to individuals as a scholarship, fellowship, financial assistance grant, training grant, or other contribution to support educational or training expenses. This support can include tuition, living costs, and other incidental expenses which will enhance the individual's level of competence in a particular area, and which may or may not be accompanied or supplemented by a full or partial tuition waiver. **Stipend payments do not create an employment relationship, since no services are required.** Refer to ASC Financial Services Policy # AP EX-871 Stipends and Tax Exempt Payments for more information.

<b>Reason for Stipend:</b>		<b>Project</b>	<b>Object code</b>	<b>Amount</b>	<b>1099</b>
Stipend Start Date:	End Date:				
Describe the training received by the recipient or the activity in which the recipient participated:					

**Stipend Recipient Signature Acknowledgment** \_\_\_\_\_ **Date** \_\_\_\_\_  
 I am a participant of the program making this payment and did not perform any type of service. I understand also that a student receiving stipend payments who also receives other financial aid should contact the Office of Financial Aid to discuss how this payment could affect other aid.

CSUF ASC Business & Financial Services Use				
Allowability by:	PEID:	W9 on File?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Remarks:				

**Sample authorized signatures must be on file at ASC corporate office and agree with the signatures on the request.**

<b>Principal Investigator or Project Director Certification:</b>		<b>CSUF ASC BFS Approval</b>
I certify that the expenses incurred are for bona fide business purposes, and the information provided is true and accurate. I certify that the expenditures benefit the educational mission of the CSU as defined by the respective statutes, Board of Trustees policies, campus policy, and ASC policy, and that all items are for official business and include no personal expense. <b>I certify that the above payments, if made to a student, are NOT contingent upon teaching, research, or any other service performed by the student.</b>		
Signature of Principal Investigator/Project Director	Date	
Name of P/VPD (Type or Print)		Approved by
		Date