

**GRAMBLING STATE 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 12th of each month.

Student Name _____ Campus Wide ID # G _____

Classification _____ Department Assigned _____

Supervisor's Name _____ Telephone Number _____

Start Date Month _____ Day _____ Year _____ End Date Month _____ Day _____ Year _____
(May not cross Fiscal Years)

* Criteria Met

Total Compensation _____

Fund Code	Org code	Program Code	Labor Distribution Amount
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

1. Signature of Stipend Recipient Date

2. Department Head/Director Date

3. Dean/Vice President Date

4. AVP for Budget & Planning Date

5. Director/Grant Administration Date

6. Director/Financial Aid Date

7. AVP for Human Resources Date