Student Activity Verification

This document must be completed and submitted to Human Resources prior to requesting payment from Accounts Payable. Payment can be requested using the Student Payment Request form. A Student Payment Request form will be e-mailed to you once this form is received and processed by Human Resources.

Date ___________________________ Name of Program/Activity _____________________________________________

Department Name _______________________________________ Department ID ____________________________

Number of Students in Program ____________ Total anticipated payment per student $______________

Room is included as part of the program __________ Food is included as part of the program __________

- Does student get course credit for activity?
  Yes  No

- Is participation in the activity a degree requirement?
  Yes  No

- Do the students have to be enrolled in a specific degree program to be eligible for this stipend?
  Please identify program ________________
  Yes  No

- Is activity part of a traditionally recognized extra curricular activity?
  Yes  No

- Does the activity require a high level of creativity, innovation, imagination and talent, such as a musical performer, but not in a traditional extra curricular activity in a field of artistic endeavor?
  Yes  No

- Is the activity part of a program primarily intended to enhance the educational experience of the student?
  Yes  No

- Is this student doing work that would otherwise be assigned to other university employees?
  Yes  No

Brief description of the program/activity and its purpose (required write on back if necessary) -

Frequency of payments (Accounts Payable checks are ready on the last Friday of the month)

Lump Sum  Biweekly Payments
Monthly Payment(s)  Total Number of Payments

This activity does not constitute an employer/employee relationship between the student and the university.

Authorization _______________________________________________________________________________________________

Individual who has oversight of the program/activity