**Stipend Request Form**

*Stipends are not generally available for staff and administrative positions. Exceptions are only made with approval of a Cabinet Member. Please use the form below to request a stipend exception with adequate detail to justify the exception. This form must be completed and approved by a Cabinet Member before any stipend will be paid*.

**Employee Who Will Receive the Stipend:**

**Requested By:**

**Amount:**

**Account # to be Charged**:

**Reason for Stipend:**

[ ]  Staff Transition/Increased Workload

[ ]  Off Duty Time/Project

[ ]  Special Project

[ ]  Other

Please provide details of the request including information on the situation, the duration of the situation and any other relevant details:

**Approvals:**

Cabinet Member Date

*\*Once signed please send to payroll office*