



Procurement & Accounts Payable Office
Student Stipend
Payment Support

Student ID:

Date:

Student Name:

Index number:

Address:

Index name:

City:

State:

Zip:

Total Stipend Amount Requested:

Due Date of Payment:

Name of Requestor (for questions related to this request):

Reason for Payment: Please identify the position for which the stipend is sought and provide a brief explanation for why the position is appropriately a non-employee position based on the factors in the Villanova University Undergraduate Student Payment Guidance.

Required Documentation: Please attach all contracts, award letters or other supporting documents. Documentation that the non-employee nature of the role has been communicated to the student in writing must accompany the request in Concur. Please see the University Undergraduate Student Payment Guide for the relevant language.

College Level Approval of Non-employee role and stipend amount (to be signed by College Finance or designee):

Name of Approver:

All fields are required for this request to be processed. Forms with missing information may be returned or delayed. This form and supporting documents can be sent to Procurement@villanova.edu

This stipend payment is not considered to be a 1099 reportable service. The recipient is responsible for reporting this income, where applicable for tax purposes.