

**SDSU RESEARCH FOUNDATION  
FELLOWSHIP/SCHOLARSHIP DISBURSEMENT REQUEST**

This form is to be used exclusively for the payment of fellowships and scholarships to U.S. citizens and permanent residents.

Do **NOT** use this for payments to nonresident individuals.

Payee's Name:	Red ID:
Street Address:	Encumbrance #:
City, State, Zip Code:	
SDSU Email Address:	Other Email Address:
Reason for Payment:	

For Emergency Use Only Check Distribution SDSURF - check pick-up  Pick up by:  Email:	<b>ACCOUNTING DISTRIBUTION</b>			
	FUND / ORG	ACCOUNT	%	OR \$ AMOUNT
<b>TOTAL AMOUNT PER PAYMENT:</b>				

**SELECT EITHER OPTION 1 OR OPTION 2 FOR PAYMENT METHOD**

**Option 1: Complete This Section for Single Issue Payment Only**

<b>Period Covered</b>		<b>Due Date:</b>
From:	To:	

**Option 2: Complete This Section for Recurring Payments Only**

- Policy for recurring payments are as follows:
- Submit a second/separate form if the amount and/or fund changes during the life of the award.
  - All amounts due must be the same.
  - Payments must be consecutive with no skipped months.
  - Fund & Account must remain the same for all months due.
  - Recurring F/S Disbursement Requests must be submitted at least 5 working days prior to due date.
  - Subsequent payments will fall on the same day of each month.
  - Notify Accounts Payable immediately to cancel recurring payments.

Issue Day of the Month	<input style="width:90%;" type="text"/>	First payment (mmm/yyyy)	<input style="width:90%;" type="text"/>
<i>For rent stipends due on the 1st of the month, enter "20" as the issue day.</i>		Last payment (mmm/yyyy)	<input style="width:90%;" type="text"/>
<i>No. of Months</i>		<i>Monthly Amount</i>	<i>Total Amount</i>
Recurring Payments	<input style="width:90%;" type="text"/>	<b>X</b>	<input style="width:90%;" type="text"/>
			<b>=</b>
			<input style="width:90%;" type="text"/>

*Monthly amount must equal the Accounting Distribution amount*

The project signatory to this document hereby certifies that payments on this document do not represent payment for teaching, research, or any other services performed in an employee/employer relationship. Furthermore, if any of these recipients are employees of either SDSU Research Foundation or the University, I have attached an addendum that identifies these individuals and explains the reason why they are both an employee and scholarship/fellowship recipient simultaneously. In addition, each recipient has been notified of the potential tax liability for any amount in excess of the documented costs of his/her tuition, fees, books, supplies, and /or equipment required for courses of instruction.

Project Signature:	Date:
SDSURF Signature:	Date:
Additional Signature:	Date: