



NAVARRO COLLEGE

Request for Stipend

Requested by:

Employee Name:

Beginning Date:

Ending Date:

Reason for Stipend:

Department Chair (\$2,800.00 per year; paid monthly)

Cell Phone (\$40.00 per month)

Coordinate college-wide activity/project \$500 (Outside normal job duties; paid in one lump sum upon completion)

Coordinate departmental/division activity/project \$300

Other	Amount \$	To be Paid:	Lump Sum	Monthly
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Identify where funds will come from and do budget transfer if necessary.

(All stipends other than cell phone stipends should be charged to Function Code 5137)

-	- 5137 -	Cell Phone Only	-	- 5463 -
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Detailed Justification (Attach separate sheet if necessary):

Departmental Approval _____
Date

Vice- President Approval _____
Date

Human Resources Approval _____
Date

Presented in President's Cabinet _____
Date