Georgia Perimeter College
Student Services
Procedures for Submitting Stipend Requests for Student Workers

Note: If the student is a current employee of GPC, their time will be reported on an Employee Additional Pay form rather than as a “stipend”. The budget manager’s office will be responsible for completing and submitting this form to the Payroll Office. The only form to be completed by the person making the request will be a Georgia Perimeter College Stipend Request Form (for information purposes). This form will need to be submitted to the budget manager’s office along with all other stipend request forms.

The procedures below should be followed when submitting stipend requests for student workers (first three forms should be completed at time of hire):

1. A Georgia Perimeter College Stipend Request Form must be completed.
   - The GPC employee requesting the stipend will complete this form for each student.
   - This form is to be submitted, along with the completed forms below, to the budget manager’s office as soon as the work is completed.

2. A Per Diem and Fee Information Sheet must be completed (Exception: current GPC employee - see note above).
   - The student’s personal information should be entered at the top of the form.
   - If the student is a non-resident of the United States and has no social security number or tax identification number, they should enter their GPC I.D. number in the social security number space.
   - The “Fee for Services Rendered” and the “Type of Service” sections of the form will be completed by the budget manager’s office.
   - The student’s signature is required at the bottom of the form where it says “Signature of Payee”.

3. A Request for Taxpayer Identification Number and Certification (W-9) form must be completed by U. S. residents and certain non-residents.
   - Non-resident students who do not have a social security number or a tax identification number will not need to complete this form.
   - All other students should enter their personal information at the top of the form.
   - Do not check the boxes. They do not pertain to students receiving stipends.
   - The student’s social security number or tax identification number should be entered in the appropriate box under Part I Taxpayer Identification Number (TIN).
   - The student’s signature and the date signed are required under Part II Certification.

4. The budget manager’s office will be responsible for the following:
   - Reviewing all documents for accuracy upon receipt
   - Entering the information below on the Per Diem and Fee Information Sheet (available from the GPC Stipend Request Form)
     o Fee for Services Rendered
     o Type of Service – check “other”

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- Date(s) of Service – enter the semester the stipend is to be applied
- Description of Service – enter STAR Leader, SGA, etc.
- Enter the department to be charged and the budget number

- Preparing a Payment Request form
- Obtaining the budget manager’s signature on the Per Diem and Fee Information Sheet and the Payment Request form
- Submitting all completed documents to the Accounts Payable Office or, for GPC employees, to the Payroll Office (the GPC Stipend Request Form does not need to be submitted – it is for the budget manager’s records only).