



MOUNTAINLAND
TECHNICAL COLLEGE

Stipend Request Form

The purpose of this stipend is to compensate the employee for services performed in addition to his/her regular responsibilities. The stipend amount is separate from an employee's base pay and stays with the duties of the job. If/when another employee is given authority for the duties, the stipend then goes to that employee. Stipends are considered taxable income.

The supervisor requesting the stipend submits the form to the applicable Vice President for approval then forwarded to the Payroll/Human Resources Office.

Employee _____ SS # _____

Department/Account _____

Amount of Stipend \$ _____ To Begin _____

Purpose of Stipend _____

Supervisor's Signature

Vice President's Signature

For Budget/Payroll/Human Resources Office Use

Budget Approval/ Accounting

Date _____

Payroll/HR Approval

Date _____