Memorial Student Union, Room 201 • 50 Lower College Road • Kingston, Rhode Island 02881 • T: 401.874.2261 • E: info@rhodysenate.org

STUDENT ORGANIZATION STIPEND BACKUP FORM

Instructions:

This form must be completed by the President or Treasurer of any Student Senate recognized student organization receiving stipends and submitted to Student Senate Accounts with a completed **Payment Order**. Stipend checks are available after 1 pm on the last Tuesday of each month. All stipend paperwork is due no later than 12 Noon on the previous Friday.

Student Organization Information

Organization Name: _____

Organization Email: _____@rhodysenate.org

_____ _____

President's Signature Treasurer's Signature

_____ _____

Date Date

For the month of _____, please print the name of each person receiving a stipend.

Name (Print Name)	**Signature** (at time of pick up)