

**UNIVERSITY OF CENTRAL OKLAHOMA  
Request for Authorization to Pay for Students**

**(Please read instructions on bottom of form)**

Date: \_\_\_\_\_

Name of Student: \_\_\_\_\_ Banner ID#: \_\_\_\_\_

**Is the student currently on UCO payroll or has the student been on UCO payroll in the last 12 months?**

Yes  No  (If NO, do not complete this form. The student should be paid through [a temporary staffing agency or Procurement Services.](#))

Dates of Services to be rendered: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

Describe scope of work: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Amount to be paid – **All student employees must have an attached time card.**  
(All applicable taxes will be applied.)

# of Hours worked: \_\_\_\_\_ & Gross Lump Sum \$ \_\_\_\_\_ OR \$ \_\_\_\_\_ per hour

**This Request for Authorization to Pay for Students will be returned if a time card is not attached.**

I certify that the above stated dates of services and description of services are true and correct and that said services will be/have been performed in their entirety by me as stated.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Director/Org Manager/Dean/Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ext. Number

\_\_\_\_\_  
Budget or Financial Services Department

\_\_\_\_\_  
Date

**Organization Number:** \_\_\_\_\_

**Account Number:**  611161  \_\_\_\_\_ (Other)  
Salary – Regular Student

**Submit all complete requests to the UCO Payroll Department,  
Lillard Admin. Building, Room 208, Campus Box 181.**

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**Instructions:**

If the student is currently on payroll and has been paid in this calendar year, the amount noted will appear on the student's check.

If the student is not on UCO payroll, the [Guide on How to Pay an Individual for Temporary Work](#) may help you determine the proper payment method; either through a temporary staffing agency or Procurement Services. If you are in question as to whether the student is on UCO payroll, please e-mail [payroll@uco.edu](mailto:payroll@uco.edu).

Authority to Pay's which arrive in Payroll without all signatures will be returned to the originating department.

Payroll Use Only: Hours Enrolled Current Semester
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