

REQUEST TO EMPLOY – HARDING STIPEND

PSC STUDENT

OTHER

_____ requests that _____
(Name of Department) (Last name, First name)

be hired through College Payroll from Harding Stipend 75-7510-5400-018 funds for the
(Budget Code)

period beginning _____ and ending on _____ .
(Date) (Date)

We estimate that this student will earn \$ _____ during this period at the hourly

rate of \$ _____ for the position of _____.

Signed: _____ Date: _____
(Dean/Director)

RETURN TO:

1. PSC Foundation Office

Approve Disapprove

Signed: _____ Date: _____

2. Business Office

WORK IS NOT AUTHORIZED UNTIL THIS FORM IS SIGNED AND RETURNED TO THE BUSINESS OFFICE.