

Texas Wesleyan University
Payroll Office
1201 Wesleyan Street
Fort Worth, Texas 76105
Phone: (817) 531-4419
Fax: (817) 531-6570



REQUEST FOR PAYMENT OF FACULTY/ STAFF AWARD

(This form is not to be used for contract services*)

Title of Award: _____

Date payment to be rendered*: _____

Faculty/Staff Name: _____ Employee ID Number: _____

Amount: \$ _____

GL Account: _____

Brief description of award: _____

Reason for award: _____

Approval Signatures

Requested By: _____ Date: _____

Budget Office: _____ Date: _____

Controller or Assistant Controller _____ Date: _____

* Use a contract request form (from HR) to process payment for a contractual payment such as a program stipend, grant administration responsibilities, research.

SUBMIT TO PAYROLL OFFICE