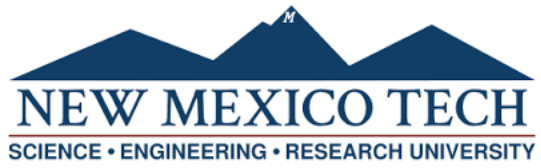


Requestor: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_



# Payroll Accounting Distribution Order

Employee	Employee Position #	Banner ID	Effective Date
<b>Current Distribution</b>	<b>New Distribution</b>		<b>Fund Termination Date*</b>
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____

\*If termination date entered, use below lines to list the next distribution. Make sure term and start dates coincide with end and start of pay periods. No changes can be made in the middle of a pay period.\*

2. Current Distribution	New Distribution		Fund Termination Date*
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____
_____ %	_____ %	_____ %	_____

\*Use the date the fund is terming, if a student position, only use term of fund

\_\_\_\_\_  
 Signature of Requestor

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Principal Investigator/Project Manager

\_\_\_\_\_  
 Department/Division Head

\_\_\_\_\_  
 R&ED or Academic Affairs

\_\_\_\_\_  
 Restricted Funds

\_\_\_\_\_  
 Budget & Analysis

\* Please only enter one Employee per Form. The other lines are used to change funds back or to another fund if term date is known.

Payroll Use Only: \_\_\_\_\_  
 Entered By:

Verified By: