Requestor: _____
Department: _____
Phone: _____
Fax: _____

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY

Payroll Accounting Distribution Order

Employee	Employee Position #	Banner ID	Effective Date

Current Distribution (INDEX & FUND ONLY)		New Distribution		Fund Termination Date*
	____%		____%	
	____%		____%	
	____%		____%	
	____%		____%	
	____%		____%	
	____%		____%	

*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. Second Distribution		New Distribution	
	____%		____%
	____%		____%
	____%		____%
	____%		____%
	____%		____%
	____%		____%
	____%		____%

Signature of Requestor _____ Date _____

Department Head _____ Date _____

P.I./Project Manager _____ Date _____

Cost Accounting _____ Date _____

Division Head (President or Vice President/Designee) _____ Date _____

Sponsored Projects/Restricted Funds (More than Two Letters on Funds) _____ Date _____

Budget & Analysis(Only needed if Fund has Two Letters or Less) _____ Date _____

Payroll Use Only:

Entered By:

Verified By:

New Mexico Institute of Mining and Technology is an Equal Opportunity/ Affirmative Action Institution.