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 Employee Date

_____ _____
Department Head Date

_____ _____
P.I./Project Manager Date

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

_____ _____
Division Head Date
*(Only needed if Fund is Two Letters or Less)

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

Payroll Use Only:

Entered By:

Verified By:

PP0002 Revised—13 DEC 2018

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