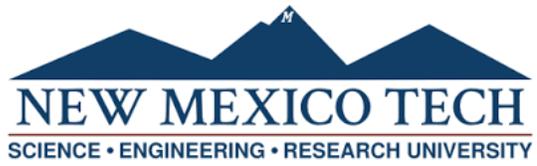


Requestor: \_\_\_\_\_  
 Department: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Fax: \_\_\_\_\_



# Payroll Accounting Distribution Order

Employee	Employee Position #	Banner ID	Effective Date
<b>Current Distribution (INDEX &amp; FUND ONLY)</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.

<b>2. Second Distribution</b>	<b>New Distribution</b>
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %
_____ %	_____ %

Signature of Requestor	Date	Division President or Vice President/Designee	Date
Department Signature	Date	Sponsored Projects/Restricted Funds (More than Two Letters)	Date
P.I./Project Manager	Date	Budget & Analysis(Only needed if One Letter or Less)	Date
Employee Signature	Date		

Payroll Use Only:                      Entered By:    Verified By: