**MEMORANDUM**

DATE

To: Cathleen Moore-Linn, RCUOG Executive Director

Via: DIRECTOR/DEAN

From: PRINCIPAL INVESTIGATOR

Subject: Stipend Payment for *XXXXXX*

Please issue a stipend payment of XXX to XXXXXX. Please charge the *Project Title* account #30*-XX-XXXXXX-X*.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **ID Number** | **Rationale** | **Stipend Amount** |
|  |  |  | $ |
|  |  |  |  |
|  |  |  |  |
|  |  | Total: | $ |

Account #30-*XX-XXXXXX-X-*

Amount: $

RCUOG Certifying Officer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date (MM/DD/YYYY)