

PAYMENTS OF FOUNDATION SUPPLEMENTS

The president or the president's designee has approved the following foundation supplement. Payment is to be made using Job Code J and Earnings Code 524 unless the recipient is currently an enrolled student at the university and is not a salaried employee of the university. In those cases the Job Code will be X and the Earnings Code will be 531. The Start Code will be FS for those payments that are part of a faculty member's ongoing contract with the university. Other payments for relocation expenses or car allowances have a Start Code of FP.

Recipient's Name: _____

Social Security Number: _____

College: _____

Department: _____

Current Title with UF: _____

Current Occupational Code: _____

Recipient's Retirement Plan:

FRS Optional Retirement Federal Retirement Other N/A

Start Code

FS FP

Payment is to be made from the following source:

Account: _____

OPS LP Number: _____

Payment is to be made on the following pay dates for the amount indicated for each check. If payment is to be made using more than four pay dates, please attach a list of additional pay dates and amounts. Total payment cannot exceed the amount approved by the president or the president's designee.

Pay Date: _____

Amount: _____

Total: _____

I certify that the appropriate funds from the Direct Support Organization have been deposited into a Miscellaneous Gift and Grant account specifically established for this purpose. It is the responsibility of the department to maintain documentation of the deposits and to monitor accounts to ensure that payments made are reconciled to the amount deposited.

Chair/Director, if applicable

Dean/Director/Vice President