

This form is to request payment through payroll to a current student for a service they provided to a student club.

STUDENT RECEIVING PAYMENT

Student's Legal Name: _____

Bard ID: _____

Code (for office use):

REQUESTING CLUB INFORMATION

Date Submitted: _____

Club Name: _____

Club Head Name: _____

Email: _____ Cell: _____

Reason for service (Event Title): _____ (Event Date): _____

REMINDERS

- Complete all sections of form. Requests due by 5pm on Thursdays. Allow two weeks for processing. Photographs of forms cannot be submitted. Sign your name. Use legal names.

Description of Service Performed	# of hours	Pay Rate	Amount
		Total:	

Club Head (print): _____

Club Head (sign): _____

Office of Student Activities: _____

Revised August 2025