DATE: _____ TRANSACTION#: _____

STEWARD OBSERVATORY BUSINESS OFFICE

DISTRIBUTION REQUEST FORM

REQUESTED BY: _____ ☐ NON-STEWARD / DEPT: _____

EMPLOYEE NAME: _____

EMPLOYEE TYPE: STAFF/APP ☐ STUDENT ☐ FACULTY ☐ GRAD ☐ POSTDOC ☐

EMPLOYEE ID: _____ POSITION#: _____

DISTRIBUTION

DISTRIBUTION TYPE: REGULAR ☐ ROLLOVER ☐ GRAD FORM ☐ SUPP COMP ☐

P/R EFFECTIVE DATE: _____ (START DATE) - _____ (END DATE) SALARY EXPENSE TRANSFER (SET) NEEDED ☐

BUSINESS/RESEARCH PURPOSE: (ENTERED INTO UACCESS EMPLOYEE)

ACCOUNT	UNIT	SUB ACC/ PROJECT CODE	DISTRIB. %	FISCAL OFFICER APPROVAL
		TOTAL:	0.00	

PAYROLL GROUP: _____

PI / DELEGATE APPROVAL: _____ ATTACHED ☐

PI / DELEGATE APPROVAL: _____ ATTACHED ☐

PI / DELEGATE APPROVAL: _____ ATTACHED ☐

PI / DELEGATE APPROVAL: _____ ATTACHED ☐

PI / DELEGATE APPROVAL: _____ ATTACHED ☐

PI / DELEGATE APPROVAL: _____ ATTACHED ☐

PI / DELEGATE APPROVAL: _____ ATTACHED ☐

PI / DELEGATE APPROVAL: _____ ATTACHED ☐

ADDITIONAL NOTES: (INTERNAL / **NOT** ENTERED INTO UACCESS EMPLOYEE)

APPROVED IN UACCESS EMPLOYEE: _____ (INITIAL) _____ (DATE) ENTERED IN CAYUSE: _____ (INITIAL) _____ (DATE)