

## TEES AggieBuy Stipend Payment Form

Attach completed form to AggieBuy non-PO based invoice payable to an Individual for stipend payments (i.e., payment not supported by receipts, such as Participant Support Stipends or Visiting Scholar Stipends).

1. Is the Individual currently enrolled at a TAMUS Institution?

YES NO

If yes, process through the student business service/financial aid office of the student's academic institution. Then create AggieBuy non-PO based invoice to pay the academic institution directly and include the Compass printout. (You cannot pay the individual directly in this case.)

2. If question 1 is no, is the Individual on PAYROLL at a TAMUS institution?

YES NO

If yes, contact the Payroll Office— payment cannot process through AggieBuy.

If questions 1 and 2 are both NO, proceed with this form.

Name of stipend recipient: \_\_\_\_\_

Total time period recipient will receive support: \_\_\_\_\_

Total stipend amount for the entire time period: \$ \_\_\_\_\_

Time period this payment covers: \_\_\_\_\_

Payment amount for this period: \$ \_\_\_\_\_

Purpose of Stipend (or attach invitation letter):

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Payment Certification:

*I certify that the above payment is allocable and allowable under the awarded terms and conditions of the above referenced TEES project. Further, no employer-employee relationship exists regarding these funds.*

\_\_\_\_\_  
Signature of Principal Investigator, or Designee

\_\_\_\_\_  
Printed Name

3a. Is the Stipend Recipient a U.S. Citizen or Resident Alien?

YES NO

If YES, set up in AggieBuy to pay the individual; commodity code 99900385 in most cases.

3b. If No to 3a., is/was the recipient in the United States during the stipend period?

YES NO

If YES to 3b. and NO to 3a., the stipend recipient needs to complete Glacier tax software. Be sure Glacier tax summary report and all documents required by the tax summary report are attached to the AggieBuy document prior to submission.

If No to 3b., follow above instructions in 3a.