(place on department letterhead)

**706.1.1f Request for stipend or award to a non-enrolled student**

This memo must be attached to all payment requests for stipends or awards of any kind that are payable to a non-enrolled student.

Non-enrolled students require a supplier ID to prepare an AP voucher. Departments are responsible for obtaining form W9 and an Outside Party Individual (OPI) Certification Form to set up an OPI or an active PID for Affiliates to submit a supplier request in campus supplier.

**Please note the following:**

* Stipends/awards and other financial aid for non-enrolled students should be paid through the accounts payable voucher system, using account 558430 in the chartfield string. If the non-enrolled student is on UNC payroll, then payment should be made through the payroll system.
* If the individual is enrolled at UNC or has recently graduated from UNC, payment for awards or other financial aid should go through GradStar. If the award is for a contest open to the public, then the voucher system is appropriate. Use account 558420 in the chartfield string, and attach documentation proving that the contest is open to the public.

Non-enrolled student name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-enrolled student (Affiliate) PID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Non-enrolled student address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of program (attach award letter or memo for non-enrolled student):

Dates of program in which the non-enrolled student is participating: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**I certify that the payment requested in this voucher is for a non-enrolled student, participating in a UNC sponsored program, and the non-enrolled student is not on UNC payroll.**

Signature of department manager or chair\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department name and number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_