# **Bard College**

## Student Club - Payroll Request

Code (for office use):

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:	

### **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 Tuesdays. 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:	
	Device of two 2024

Revised June 2024