



**PARTICIPANT SUPPORT STIPEND PAYMENT**

**A separate form is required for each payment (Banner Invoice) to a participant.**

**Participant:** A participant is the **recipient**, not the provider, of a service or training associated with a workshop, conference, seminar, symposium, or other short-term instructional or information sharing activity.

**Stipend** A stipend is a set amount of money to be paid directly to the participant for their attendance at or participation in the program. Participants may be paid a stipend, based on the type and duration of the activity, as outlined in the pertinent sponsored program announcement or sponsoring agency policy.

**PARTICIPANT INFOFRMATION:**

**Is Participant currently enrolled as a student at Portland State University?**

Yes       No

**Participant (Vendor) ID Number:**

**Participant (Vendor) Name:**

**STIPEND PAYMENT INFORMATION:**

**Index:**                      **Project Title:**

**Purpose of Providing Stipend:**

**Total Payment to Participant \$**

**Total Number of Payments**

**(if paying multiple stipend payments over period of time)**

**Payment associated with Current Invoice**

<u>Name of Event/Activity</u>	<u>Date of Event/Activity or time period for one of multiple payments</u>	<u>Payment Number</u> ____ of ____	<u>Payment Amount</u> \$

*\*The university will report participant support cost payments to the individual on IRS Form 1099-Misc at the end of each year according to university policy.*

Prepared by: \_\_\_\_\_ Ext: \_\_\_\_\_

***APPROVALS:***

**Participant Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**PI Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**BORA Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Financial Aid Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_