

Recurring Payable Addendum

CHECK REQUEST: Mailed to payee's address below

CHECK ONE:

DIRECT DEPOSIT: Payee must have direct deposit established or complete the direct deposit authorization form and attach to disbursement request

Recurring Payable (optional): A recurring payable may be created for long term agreements where the monthly payment amount does not vary. This will eliminate the creation of monthly payment requests and also ensure timely payment. Attach to fully completed payment request and forward to SDSURF Sponsored Research Administration, MC 1934.

Payee's Name:

A recurring payable is established for payment of the following:

- | | | |
|---|---|---|
| <input type="checkbox"/> Property Lease | <input type="checkbox"/> Maintenance Agreement | <input type="checkbox"/> License Agreement |
| <input type="checkbox"/> Vehicle Lease | <input type="checkbox"/> Fellowship/Scholarship | <input type="checkbox"/> Miscellaneous Income |

Please describe the nature of the recurring payable:
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Actual Agreement Period From:	To:
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The worksheet below is to be used to designate the actual recurring payables schedule. This may be different than the actual agreement dates as stated above. Checks will mail on the Mail Dates indicated. Direct Deposit (ACH) payments will be initiated to credit the payee's depository institution on the Mail Dates indicated.

Payment Number	For the Period of		Amount per Payment	To Pay on the		
	From:	To:		10th	25th	of Month
Example	8/1/2016	8/31/2016	\$1000.00		X	July
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

Project Signature:	Date:
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SDSURF Signature:	Date:
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