

### Recurring Payable Addendum

This addendum must be attached to a Disbursement Request or Miscellaneous Income Disbursement form.

This form may also be used with the Non-Resident Foreign National Fellowship/Scholarship Payment Request.

**Do NOT use** for fellowship, scholarship, or stipend payments for US citizens. Use the Fellowship/Scholarship Disbursement Request form.

Policy for recurring payments are as follows:

- Submit a second/separate form if the amount and/or fund changes during the life of the award.
- All amounts due must be the same.
- Payments must be consecutive with no skipped months.
- Fund & Account must remain the same for all months due.
- Recurring Disbursement Requests must be submitted at least 5 working days prior to due date.
- Subsequent payments will fall on the same day of each month.
- Notify Accounts Payable immediately to cancel recurring payments.

Payee's Name:

A recurring payable is established for payment of the following:

Property Lease

Vehicle Lease

Maintenance Agreement

License Agreement

Miscellaneous Income

Issue Day of the Month

First payment (mmm/yyyy)

*For rent stipends due on the 1st of the month, enter "20" as the issue day.*

Last payment (mmm/yyyy)

Recurring Payments

*No. of Months*

x

*Monthly Amount*

=

*Total Amount*

*Monthly amount must equal the Accounting Distribution amount*

Project Signature:

Date:

SDSURF Signature:

Date: