

Recurring Payable Addendum

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

Do NOT use for fellowship, scholarship, or stipend payments. 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	<input style="width: 100%;" type="text"/>	First payment (mmm/yyyy)	<input style="width: 100%;" type="text"/>
<i>For rent stipends due on the 1st of the month, enter "20" as the issue day.</i>		Last payment (mmm/yyyy)	<input style="width: 100%;" type="text"/>
<i>No. of Months</i>	<i>Monthly Amount</i>	<i>Total Amount</i>	
Recurring Payments	<input style="width: 100%;" type="text"/>	x	<input style="width: 100%;" type="text"/>
		=	<input style="width: 100%;" type="text"/>
		<i>Monthly amount must equal the Accounting Distribution amount</i>	

Project Signature:	Date:
SDSURF Signature:	Date: