Requestor: _____
Department: _____
Phone: _____
Fax: _____

NEW MEXICO TECH
SCIENCE • ENGINEERING • RESEARCH UNIVERSITY
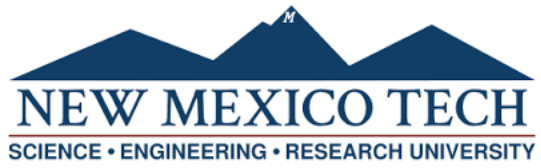
Payroll Accounting Distribution Order

_____	_____	_____	_____
Employee	Employee Position #	Banner ID	Effective Date

Current Distribution (INDEX & FUND ONLY)   **New Distribution**   **Fund Termination Date***

_____ ____%	_____ ____%	_____
_____ ____%	_____ ____%	_____
_____ ____%	_____ ____%	_____
_____ ____%	_____ ____%	_____
_____ ____%	_____ ____%	_____
_____ ____%	_____ ____%	_____

*If termination date entered, use below lines to list the next distribution. Make sure term and start dates coincide with end and start of pay periods. No changes can be made in the middle of a pay period.

2. Second Distribution   **New Distribution**

_____ ____%	_____ ____%
_____ ____%	_____ ____%
_____ ____%	_____ ____%
_____ ____%	_____ ____%
_____ ____%	_____ ____%
_____ ____%	_____ ____%
_____ ____%	_____ ____%

_____ _____
Signature of Requestor   Date

_____ _____
Department Signature   Date

_____ _____
P.I./Project Manager   Date

_____ _____
Employee Signature   Date

_____ _____
Division President or Vice President/Designee   Date

_____ _____
Sponsored Projects/Restricted Funds (More than Two Letters)   Date

_____ _____
Budget & Analysis(Only needed if One Letter or Less)   Date

Payroll Use Only: Entered By: Verified By: