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

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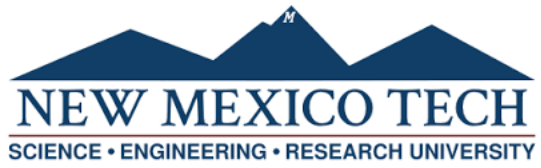
Payroll Accounting Distribution Order

_____	_____	_____	_____
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 Employee   Date

_____ _____
P.I./Project Manager   Date

_____ _____
R&ED or Academic Affairs   Date
*(Only needed if Fund is Two Letters or Less)

_____ _____
Department/Division Head   Date

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

_____ _____
Budget & Analysis   Date
* (Only needed if Fund is Two Letters or Less)

Payroll Use Only:
        Entered By: _____   Verified By: _____

PP0002   Revised—13 DEC 2018

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