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

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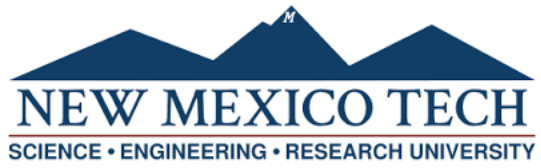
Payroll Accounting Distribution Order

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

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

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

_____ _____
Division Head (President or Vice President/Designee)   Date

_____ _____
Department Head   Date

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

_____ _____
P.I./Project Manager   Date

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

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

PP0002   Revised—12 MAY 2020