

# Tulare County Office of Education

## Stipend Request Form

This form is to be used when a stipend is to be paid according to provisions of a grant or special funding. Provide all requested information. If stipend is paid with grant funds, attach a copy of the grant excerpt which authorizes stipend.

Project Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Performance/Workshop Location \_\_\_\_\_

Performance/Workshop Dates: \_\_\_\_\_

Rate: \$ \_\_\_\_\_ per \_\_\_\_\_ Number of Days/Hours \_\_\_\_\_

Name of Participant: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ (Please complete the attached W-9 Form)

Contact Phone Number: \_\_\_\_\_ e-mail address: \_\_\_\_\_

Address to send check: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Budget Line: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Approved by: \_\_\_\_\_

1. Program Manager \_\_\_\_\_ Date \_\_\_\_\_ 2. Assistant Superintendent \_\_\_\_\_ Date \_\_\_\_\_

3. Human Resources, Director \_\_\_\_\_ Date \_\_\_\_\_ 4. Internal Business Services \_\_\_\_\_ Date \_\_\_\_\_

### Stipend Guidelines

- \* Only events sponsored by Tulare County Office of Education are eligible for a stipend.
- \* Stipends will only be awarded if participant attends the entire workshop or performance.
- \* Only completed Stipend Request Forms will be processed.
- \* Stipends are considered taxable income; if over \$600 it is subject to 1099.
- \* Submit an invoice to Program Manager for approval after performance is completed.

While attending this workshop or performance, it is understood that the above listed participant was acting as an independent contractor. As such, he or she is not considered an employee of the Tulare County Office of Education.

Contractor acknowledges that pursuant to Education Code 45125.1 the services provided by Contractor are either of a limited nature of student contact or involve no contact with pupils. As such Contractor's employees do not need to have background checks per Education Code 45125.1

\_\_\_\_\_  
Participant's Signature \_\_\_\_\_ Date \_\_\_\_\_