

UNIVERSITY OF HAWAII
 FORM INSTRUCTIONS
 STUDENT FELLOWSHIP/TRAINEESHIP/STIPEND INITIAL PAYMENT REQUEST (FMIS-36)

PURPOSE:	To process the initial fellowship, traineeship, or stipend payment to a student.
DATA ITEM	COMPLETION INSTRUCTIONS
	All fields must be completed unless noted as <u>optional</u>. Shaded items represent information to be completed by Disbursing. Refer to APM A8.856 for detailed policies and procedures.
CAMPUS	Enter campus code. Refer to Table A12.099.
DATE	Enter date form prepared.
DOCUMENT NUMBER	Enter 6-digit document number after "F". First 3 digits, 3-digit Fiscal Officer code. Last 3 digits are sequential control number assignment.
QUESTIONS A & B	Questions A & B must be answered and "X" is defaulted to the "No" boxes. If your answer to either question is "Yes", use your computer mouse and click in the "Yes" box. However, if question A & question B are answered "Yes" and "No", respectively, do <u>not</u> use this form.
DESCRIPTION OF AWARD	Enter the Grant Number and Title, the Total Amount to be Paid, and the Award Period.
PAYEE'S NAME	Enter payee's last name, first name and middle initial.
SOCIAL SECURITY NUMBER	Enter payee's social security number.
PAYEE'S PERMANENT MAILING ADDRESS	Enter payee's permanent mailing address.
DEPARTMENT	Enter department name.
VOUCHER NO. / VENDOR CODE	Disbursing will enter voucher number and vendor code.
ACCOUNT CODE	Enter 6-digit account code.
SUBCODE	Enter 4-digit subcode. Refer to APM A8.856, Attachment 3).
TYPE	Predefined.
P/F/N	Enter "N" for direct payment. If a miscellaneous encumbrance has been issued, enter a "P" for partial payment or "F" for final payment (any remaining encumbrance deleted).
AMOUNT	Enter amount of fellowship/traineeship/stipend awarded to payee for each account distribution.
TOTAL	Enter total payment amount.
SIGNATURES	Signatures and dates are required by appropriate Project Director, Dean/Director and Fiscal Officer.

Submit the original Student Fellowship/Traineeship/Stipend Initial Payment Request and WH-1 document to the Disbursing Office after approvals have been obtained.