

# One Time Payment Form

**Purpose of this Form:** To request a one-time payment. Requests for faculty or staff should be directed to your [HR generalist](#) for processing. Requests for student workers should be directed to your department's designated student transaction initiator. For additional information on how to use one-time payments, refer to the [Compensation or One-Time Payment guidance documents](#).

### Requestor Information

Name: \_\_\_\_\_ Andrew ID: \_\_\_\_\_  
 Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

### Payment Recipient Detail

Employee Name: \_\_\_\_\_ Andrew ID: \_\_\_\_\_  
 Supervisory Org: \_\_\_\_\_ Pay Frequency: \_\_\_\_\_  
 Position: \_\_\_\_\_ Academic Period: \_\_\_\_\_

### One-Time Payment Details

One-Time Payment Reason: \_\_\_\_\_  
 Requested Payment Date: \_\_\_\_\_ Currency: \_\_\_\_\_ Amount\*: \_\_\_\_\_  
 SPA Approval Needed: \_\_\_\_\_ *\*Threshold approval necessary for one-time payments in excess of \$10,000.*

### Charging Instructions

GL AMT OR %	FUNDING	FUNCTION	ACTIVITY	COST CTR (ORG)	BUS UNIT (ENTITY)

GA AMT OR %	PROJECT	TASK	AWARD	EXPENDITURE ORG

### Requesting Organization Approvers (Standard Approval Flow)

The employee's primary position's approvers will review this transaction. If the employee does not hold a position in your organization, please supply the correct approvers from your department who should approve this transaction before it is paid.

Manager	Financial Approver
Manager's Manager	ALG Member
Human Resources Manager	Threshold Approver

For faculty or staff - Submit completed form to your [HR generalist](#).  
 For student workers - Submit completed form to your department's designated student transaction initiator.