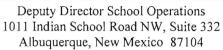


## **United States Department of the Interior**

## BUREAU OF INDIAN EDUCATION





January 21, 2011

## Memorandum

To:

**Education Line Officers** 

School Principals

Business Specialists/Technicians

From:

Deputy Director, School Operations

Subject:

Policy and Approval Procedures - Amendment

This amends the Stipend Policy and Approval Procedures memo dated June 01, 2009 from the Deputy Director, School Operations. The Associate Deputy Director's signature will no longer be required in the process; all other processes remain unchanged. A revised form dated January 2011 is attached for immediate use.

If you have any questions please contact Kay Hayes, Human Resources Officer at (505)563-5300 or your respective Associate Deputy Director.

Form B1A-6293 Revised 1/2011

## STIPEND REQUEST FORM Department of the Interior

Bureau of Indian Education

Employee Name:		Employee SS#:	
Organization Code:	Sı	ıb-Bureau:	
STIPEND PAYMENT ELECTION			
schools. If a stipend is chosen, it ma	ay be paid biweekly durin	rertime for sponsoring extracurricular activiting the period the activity is conducted or in case ay not be changed during the school year.	
Type of extracurricular activity:			
Start Date:		Ending Date:	
Total amount of Stipend:	Accounting Co	de:	
Payment option for stipend	s (Check one)		
<u> </u>	Biweekly Payment is to b	be prorated over the length of the activity	
	Lump Sum paid the first (pay period # ).	pay period after the ending date of the activi	Ţ
I certify the following and is on file	at the school:		
Notice of Availability for position	posted: From	To	<del></del> :
School Board Meeting Minutes da	ited:		
Completed Survey of Schools date	ed:		
1		3	
Employee Signature	Date	Education Line Officer	Date
2			
Principal Principal	Date		
Reviewed by Human	n Resources Specialist	Date:	
	The state of the s		

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