Santa Maria Independent School District

11119 Military Road/PO Box 448 * Santa Maria, Texas 78592
956-565-6308 (Office) * 956-565-0598 (Fax) * HR@SMISD.NET

STIPEND PAYMENT REQUEST

FULL LEGAL NAME	**DATE**
LAST FOUR OF SSN#	**BOARD APPROVED STIPEND ASSIGNMENT**
BOARD APPROVED STIPEND AMOUNT **$**	**REASON FOR PAYMENT**
SIGNATURE OF EMPLOYEE	

SIGNATURE VERIFICATION APPROVALS

_____
CAMPUS PRINCIPAL OR APPROVED DESIGNEE

_____
ATHLETIC DIRECTOR (IF APPLICABLE)

_____
HUMAN RESOURCE SPECIALIST

_____
BUSINESS MANAGER

_____
JOSEPH R. VILLARREAL, ED.D.,
SUPERINTENDENT OF SCHOOLS

PAYROLL _____

1. **ALL SIGNATURES REQUIRED MUST BE PROVIDED**
2. **ORIGINAL DOCUMENT IS TO BE SUBMITTED TO THE OFFICE OF HUMAN RESOURCES**
3. **STIPENDS MAY BE FOUND AT WWW.SMISD.NET – HR DEPARTMENT – SALARY AND WAGES**

It is the policy of Santa Maria ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

REVISED 08/2024 - OHR