



COLORADO COLLEGE

Office of Finance & Administration

(719) 389-6693

14 E. Cache La Poudre St.
Colorado Springs, CO 80903

Miscellaneous Payroll Request Form

****To be used only for payments outside of an employee's regular job duties. Please contact Human Resources if the payment relates to the employee's current job.****

Date: _____

Employee Name: _____ CC (Employee) ID: _____

Description/Type of Pay	Fund	Org	Account	Activity Code	Amount

Requested by _____
Print Name Signature

Authorized ("2nd") Signature _____
Print Name Signature

Department _____

For Payroll Use Only			
Earn Code	_____	Pay Cycle	_____
		Pay ID	_____
Notes:			