

**BROWN UNIVERSITY  
STUDENT ACTIVITIES OFFICE  
STUDENT SERVICES PAYMENT FORM**

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**This form is used for Brown University students who are  
being paid by a student group to provide a service**

- Examples of services include, but are not limited to, Disc Jockey, Photographer, Videographer, Band Performance, Graphic Design, Lighting Designer, etc. Please check with your SAO advisor prior to paying for services that are not listed here.
  - Students must apply for the Student Activities Event & Miscellaneous Student Workers (REQ174534) position and complete the [I-9 verification](#) process in order to be paid. Please refer to the [SAO Application Process for Student Services](#) for guidance.
  - Per University policy reimbursements for services are not permitted.
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Student Name: \_\_\_\_\_

Student Email: \_\_\_\_\_

Date/s of Service: \_\_\_\_\_

Service Provided: \_\_\_\_\_

Event name and Brown Purpose:

Student: \_\_\_\_\_

Group: \_\_\_\_\_

Submitted by: \_\_\_\_\_

(Name of Financial Signatory)

**Payment Details**

**Hours:** \_\_\_\_\_

**Total sum:** \_\_\_\_\_

**NOTE: Students must be paid a minimum of \$12.25/hr**

**Fund to charge:**

Baseline

Raised

UFB funds

(Supplemental):

\_\_\_\_\_ (UFB Budget and Line Item required)

**Please return this form to SAOFinances@brown.edu**