

PROFESSIONAL DEVELOPMENT SUMMER STIPEND

TLTC Workshops

Summer Stipend Procedure

Your professional development will be processed as a summer stipend through our Purchase College Foundation office. Please forward the following completed forms electronically as a PDF file to Anna.oyola@purchase.edu in the Office of the Provost. These forms are available via the SharePoint page under the [PCF Campus Payment services](#) on our share point page, [Purchase College Collaboration Center Page](#). You can only access the forms, once you are logged in with your purchase college credentials.

Once you have completed your TLTC workshop classes, Keith Landa will email you a **Certificate of Completion**. Please keep in mind you must complete two courses in order to receive the \$200 summer stipend. After receiving your certificates, then you can submit for your summer stipend.

1. [PCF Requisition form](#) - The requisition form will need to be completed, certified and signed. The Provost office will approve and provide the account information.
2. [W-9 Form](#) – Completed and signed along with a copy of a valid driver's license or passport.
 - a. For an international payee:
 - i. [W-8BEN](#) form - for Non US citizens
 - ii. [Foreign National Payment Data](#) form
3. **Certificates of Completion**