



Graduate Student Policy

Processing Payment for a Graduate Student

VMRF Principal Investigators should follow these steps in order to pay the stipend of a UCSD Graduate Student that they are mentoring:

1. Use your workstation keyboard to fill out the new online Purchase Order
 - Click on the Purchase Order # area of the form, enter the PO # and then
 - Use the Tab key to move the cursor into each of the data entry fields of the form
 - Enter data for all applicable fields
 - Purchase order should request stipend amount and tuition/fees for the entire year
 - Click the Submit Online button at the bottom of the form to transmit the form data to the Accounting office, and then
 - Print the form for obtaining necessary signature (see below)
2. Contact the VMRF Accounting Office at 858-552-8585 x7606 to request a new Purchase Order (PO) number.
3. Obtain signature of Principal Investigator
4. Then return signed PO to VMRF Purchasing
5. In addition to initial PO, invoices should be sent quarterly by corresponding UC department, referencing PO number (see Invoice sample, available in both PDF and Word format)
6. To avoid any delay in payment, invoices should be sent at least 3 weeks prior to start of new quarter
7. For questions, call 858-552-8585 x7606 and ask for Contracts and Grants.