DATE: _________________________

MEMORANDUM

TO: Student Employment

FROM: __________________________

RE: Student ______________________

UFID __________________________

This memo is to justify paying the student referenced above more than $16.10 per hour.

1. Duties/Responsibilities of position:

2. Qualifications/Experience/Education of referenced student:

3. Comments:

Approved by College Dean or Director

______________________________  __________________________
Print Name                                Signature

______________________________
Phone Number