



Office for Student Financial Affairs  
Division of Student Affairs

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www.sfa.ufl.edu

DATE: \_\_\_\_\_

MEMORANDUM

TO: Student Employment  
FROM: \_\_\_\_\_  
RE: Student \_\_\_\_\_  
UFID \_\_\_\_\_

This memo is to justify paying the student referenced above more than \$14.50 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