



Utah Registry for Professional Development Observation Scholarship Payment Request

When you have completed an observation of a candidate with a Utah Registry for Professional Development (URPD) observation scholarship, fill out the following form and email it to URPD at urpd@usu.edu in order to receive payment.

Observer Name: _____
Name of Observed Candidate: _____
Program of Observed Candidate: _____
Date of Observation: _____
Signature: _____
Date of Payment Request*: _____

PLEASE NOTE: URPD/USU USES PAYMENT WORKS TO REQUEST AND VERIFY SENSITIVE INFORMATION NECESSARY FOR YOUR PAYMENT. PLEASE WATCH YOUR EMAIL FOR INFORMATION ON HOW TO CREATE A PAYMENT WORKS ACCOUNT TO SUBMIT YOUR SSN OR EIN AND BANKING INFORMATION FOR DIRECT DEPOSIT. PLEASE CHECK THE URPD WEBSITE urpd.usu.edu FOR FAQ'S RELATED TO PAYMENT WORKS.

*If you do not receive payment within 4 weeks of this request, please contact URPD.