



# Honorarium Check Request Form

**To be completed by department:**

Check payable to: \_\_\_\_\_ Date: \_\_\_\_\_  
 Name \_\_\_\_\_  
 \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Social Security Number \_\_\_\_\_  
 Type of Service rendered \_\_\_\_\_

Payment for	12-digit account number X-X-XXXXX-XXXXX	Amount
Honoraria		
Travel (if any) <sup>1 2</sup>		
Other expenses (if any) <sup>2</sup>		
<b>Total \$</b>		-

<sup>1</sup> Travel Expense Report must be filled out and attached

<sup>2</sup> Receipts/Invoices must be attached

Check to be sent to payee?  Yes  No

Be sent to \_\_\_\_\_

**Signatures:** \_\_\_\_\_ Phone \_\_\_\_\_ Date \_\_\_\_\_

Purchaser \_\_\_\_\_

Budget Officer \_\_\_\_\_

**Return completed form to Accounts Payable**

**For Accounts Payable Use:**

Approval for payment: Initials \_\_\_\_\_ Date \_\_\_\_\_  
 A/P: \_\_\_\_\_ Date received A/P \_\_\_\_\_  
 Controller: \_\_\_\_\_ Voucher number \_\_\_\_\_

**INSTRUCTIONS**

**Date** Enter the current date MM-DD-YY.

**Name** Enter payee name.

**Address** Enter payee address.

**Social Security Number** Enter payee social security number.

**Type of Service rendered** Describe the type of service rendered (speaker, proctor, tour host, guest musician, etc.)

**Account Number** Enter the twelve-digit account number X-X-XXXXX-XXXXX. Incomplete or inaccurate account numbers will necessitate returning the Honorarium Check Requisition Form for clarification and will cause a delay in issuing the check.

**Amount** Enter the amount to be paid for each line item. A Travel Expense Report must be filled out for travel reimbursements and attached to the Honorarium Check Request along with related original receipts.

**Total** Enter the total amount to be paid. The check will be written for this amount.

**Check sent to Payee?** Indicate whether the check is to be sent to the payee named above.

**Purchaser** The signature of the purchaser is required here.

**Budget Officer** The signature of the budget officer is required here. Honorarium Check Requisition Forms will **not** be processed without budget officer signature.

**Return Completed form to Accounts Payable**