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| Honoraria Client CHECKLIST |
| Notify Business Services. Ask questions to confirm it is definitely an Honoraria you will need. |
| **Business Services will provide a form- you will need to gather information to complete the form** |
| **Department Responsible for the following:** |
| Honoree: Name PI: Approval |
| Obtain Address of Honoree |
| Obtain Contact information (phone number and email) |
| Obtain SS#- |
| How will Honoree be paid (Check, wire transfer, foreign draft) if Wire Transfer include all bank information) Business Services staff will provide a form for wire transfer **all boxes on form must be checked** |
| Event (Name, purpose, Date of event): |
| List containing names of attendees |
| Flyers and or announcement of event- co- authored a journal article for publication |
| Location of Event |
| Amount to be paid (not to exceed $1,500.00 per event) |
| Account number information |
| Obtain Account Manager Approval |
| **Business Services Responsible for the following:** |
| **Business Services receives request - all items as required by University policies** |
| **Business Services reviews to make sure all information is included-will call requestor if more information is needed** |
| **Business Services to Obtain Account Manager Approval if not obtained by requestor** |
| **Within 48 hours check to see if Payee is in the system and if not create Vendor request** |
| **Vendor Desk turn around ranges 5-6 business days depending if more information is needed or if request is denied** |
| **Email received vendor has been created (Vendor #: )** |
| **Business Services enters all information along with all supporting docs** |
| **Routes to Chair and or CAO for approval allow 3-5 business days** |
| **Routes thru Contract Services for review and approval** |
| **Allow 15-20 days for processing if all approvals are in order and not returned to Business Services. If returned Business Services will resubmit once corrections are made. Allow another 7-10 days for complete approval** |