ORDER FOR CHECK FORM INSTRUCTIONS

- An Order for Check may be used to request payment for:
  
  o Honorariums for non-University employees or
  
  o Dues, memberships, subscriptions, filing fees and licenses for University employees.

  o Goods/Services that have already been received and/or completed without a prior Purchase Order (there must be justifiable circumstances as to why a Purchase Order was not initiated).

  o Proper documentation must be attached

    ✓ Vendor Invoice or Honorarium Request Form

    ✓ W-9

What is an Honorarium?
Payment to a non-University employee for participation in a University sponsored lecture, seminar, or workshop on a one-time or an occasional basis.

At the end of each calendar year, the Financial Accounting Services office will issue a Form 1099 indicating the total paid to the individual for these taxable payments if the total for the year is $600 or more.

Individuals employed to teach or perform services on a regularly scheduled basis are to be paid through the University payroll system.