

## ORDER FOR CHECK FORM INSTRUCTIONS

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