



# The University of Georgia

## Accounts Payable Honoraria and Fees Information Sheet

(1) University Purchase and Check Request Number

(2) PAYEE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(3a) INDIVIDUAL - SSN \_\_\_\_\_

(3b) Check One:  US Citizen  Permanent Resident Alien

\* Do not use this form for non resident alien payments or payments for services outside the US. Please use the appropriate payment forms.

(4) COMPANY - Federal Employer Identification Number

(5) Fee For Services Rendered \$ \_\_\_\_\_

Reimbursable Expenses (Where Separately Stated) \$ \_\_\_\_\_

Total Amount To Be Paid \$ \_\_\_\_\_

(6) TYPE OF SERVICE:

\_\_\_\_\_ Architect \_\_\_\_\_ Engineer

\_\_\_\_\_ Attorney \_\_\_\_\_ Visiting Lecturer

\_\_\_\_\_ Physician \_\_\_\_\_ Prospective Employee Travel

\_\_\_\_\_ Veterinarian \_\_\_\_\_ Other \_\_\_\_\_

(7) Date(s) of Service(s) Performed \_\_\_\_\_

(8) Description of Service(s) Performed: \_\_\_\_\_

(9) Signature \_\_\_\_\_ Date \_\_\_\_\_  
(Signature not required if invoice is attached)

The above services were purchased in accordance with provisions of the University's Administrative Policies and Procedures Manual.

(10) Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Approved for Payment*



---

# The University of Georgia

---

## Accounts Payable

### Instructions for Completing a Honoraria and Fees Information Sheet

1. Enter the number shown in the top right hand corner of the University of Georgia Purchase and Check Request form to which the information sheet is to be attached.
2. Enter the name of the payee and the complete mailing address including ZIP Code.
- 3a. Enter the Last 4 Digits of the SSN of the payee if an individual is a UGA employee.
- 3b. Check the individuals applicable citizenship. Permanent Resident is a green card holder. If the payment is to a non resident alien, please complete the appropriate non resident alien payment forms.
4. Enter the Federal employer identification number of the payee if other than an individual. (example: 54-1234567)
5. Enter the amount representing the fee to be paid for Services rendered. If a portion, of all, of this payment can be separated as reimbursement of expenses incurred, the portion should be shown under reimbursable expenses.
6. Check the general type of service provided by the payee.
7. Enter date(s) service(s) was performed.
8. Enter a clear, concise description of the service(s) performed.
9. Have payee sign form unless a separate letterhead invoice is attached.
10. Person initiating payment request should sign here.

*(see references for Honoraria in the University of Georgia Administrative Policies and Procedures Manual, <http://www.busfin.uga.edu/manual/> for additional information.)*