

Personal Services Agreement & Honorarium Request Form Checklist

Please check off that the following items have been completed before submitting to Administrative Support Services for processing:

___ The service is less than \$3,000. If the value of the service is equal to or greater than \$3,000, the honorarium form cannot be used. Please contact Administrative Services for further instruction.

___ If being submitted after date of service, a Late Justification Memo has been included and approved by the appropriate VP.

___ Contractor has completed lines 1 and 2

___ Questions on lines 3, 4, 5 have been answered by the Contractor, as follows:

___ If question 3 was answered "Yes", please secure further clarification on the Contractor's employment status and contact Administrative Services' for further direction.

___ If question 4 was answered "Yes", please secure further information on the family member's relationship to Contractor including where they reside and contact Administrative Services' for further direction.

___ If question 5 was answered "Yes", please contact Administrative Support Services to confirm that Contractor has not been paid more than \$3,000 over a 12 month rolling period.

___ Project Director's name and phone number have been included on line 7.

___ Banner Organization has been listed and the banner financial manager has signed on line 8.

___ The total cost is listed on line 9.

___ The Service Period has been listed on line 10.

___ The number of days notice for cancellation has been listed in box 11.

___ The description of service has been listed in box 12 and includes who, what, where, when and how the service is to be performed.

___ The total cost is listed on line 13.

___ Payment schedule notes that payment is to be made following the service upon approval of the Vice President or his/her designee.

___ Contractor has signed within the Acceptances/Approvals area of the honorarium.

___ The appropriate Dean has signed within the Acceptances/Approvals area of the honorarium.

___ A W-9 is already on file or is being submitted.