



The University of Georgia

Accounts Payable Honoraria and Fees Information Sheet

(1) University Purchase and Check Request Number

(2) PAYEE: _____

ADDRESS: _____

(3a) INDIVIDUAL - Social Security Number _____

(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 social security number of the payee if an individual.
- 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.)