

**ACCOUNTS PAYABLE REQUEST**

**HONORARIUM PAYMENTS FOR NON-EMPLOYEES**

This form must be forwarded to Accounts Payable Division to initiate action on an Accounts Payable DaFIS document (AP Direct Charge).

The following information is required:

- Payee SS# and Payee Permanent Home Address must be entered on the vendor table in DaFIS.
  - Payments to Foreign Persons – Payee SS# or ITIN# and Payee Permanent Home Address must be entered on the vendor table in DaFIS. Additionally, a Statement of Citizenship Status, Form 8233 (federal tax exception per tax treaty), and for B1/B2/WB and WT visa holders a Certificate of Academic Activity form, is required.
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Allowable Payments include, but are not limited to:

- A special lecture or short series of such lectures.
- Conducting a seminar or workshop of no more than 2 weeks.
- A musical demonstration related to Music Department instruction.
- A guest speaker
- Appraisal of a manuscript for the University Press.
- Appraisal of an article to be submitted to a professional publication.

Custom or propriety forbids any fixed business price to be set. Honorarium payments to employees must be processed through payroll as a one-time payment after receipt of approval in accordance with campus policy. Refer to APM-UCD 666 for policy for academic employees.

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Payee Name \_\_\_\_\_

Date of Service \_\_\_\_\_

Purpose of Payment \_\_\_\_\_

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I certify this payment is in compliance with PPM 380-76.

Account Manager Signature \_\_\_\_\_

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To:           Attn: \_\_\_\_\_  
                  Accounting and Financial Services  
                  Accounts Payable Division

From: \_\_\_\_\_

Department: \_\_\_\_\_

Telephone/email: \_\_\_\_\_

DaFIS Document: \_\_\_\_\_