



The University of Georgia

Expenditure Control 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 Resident Alien Nonresident Alien*
* For nonresident aliens be sure to complete the Check Request Supplement/Checklist

(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

Expenditure Control

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. For nonresident aliens be sure to complete the Check Request Supplement/Checklist (COS 11-1500).
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.)