

ALTERNATIVE COMPENSATION FOR EVENT GUEST SPEAKERS OR VENDORS

Guest Speakers or Vendors that request their compensation fee to be waived, reduced and/or paid in a different form (directly or indirectly) require the written approval of the Vice President of Finance and Administration PRIOR to agreeing to the alternative payment method and paid via a check request.

Alternative compensation methods such as Gift Cards, Contributions and Donations or purchases made in the guest speaker or vendor's name or someone else's name and purchased using a Cabrini issued PCard or a personal credit card are Not Permitted.

**THE FOLLOWING PAYMENTS MUST BE MADE USING A
CHECK REQUEST AND NOT A PCARD**

- **Event Guest Speakers**
 - **Event Vendors**
 - **Mobile Food Trucks**
- **External Event Venues such as Restaurants,
Sport & Entertainment Complexes**
 - **Deposits and Full Payments**

Employees of the University are to be paid through Payroll.