

SERVICE TYPE/COST	REQUIRED FORMS							PAYMENT FORMS				
	W9	Honorarium Services	Event Waiver	Vendor's Contract	Professional Services Agreement	Purchase Order Requisition	Certificate of Insurance	Honorarium Check Request	Invoice w/Check Request	Invoice w/Purchase Order No.	PCARD	Payment Terms
On-Site Speaker												
\$1.00 > \$500.00		X						X			Not Permitted	After service is provided
\$501.00 > \$1000.00	X		X	or Contract					X		Not Permitted	After service is provided
\$1001.00 > \$2000.00	X		X	or Contract					X		Not Permitted	After service is provided
\$2000.01 > \$5000.00+	X			X	or PSA	X				X	Not Permitted	After service is provided
Virtual Speaker												
\$1.00 > \$500.00		X						X			Not Permitted	After service is provided
\$501.00 > \$1000.00	X		X	or Contract					X		Not Permitted	After service is provided
\$1001.00 > \$2000.00	X		X	or Contract					X		Not Permitted	After service is provided
\$2000.01 > \$5000.00+	X			X	or PSA	X				X	Not Permitted	After service is provided
On-Site Event												
\$1.00 > \$500.00	X		X	or Contract					X		Not Permitted	After service is provided
\$501.00 > \$1000.00	X		X	or Contract					X		Not Permitted	After service is provided
\$1001.00 > \$2000.00	X		X	or Contract			X		X		Not Permitted	After service is provided
\$2000.01 > \$5000.00+	X			X	or PSA	X	X			X	Not Permitted	After service is provided
Off-Site Event												
\$1.00 > \$500.00	X			X					X		Not Permitted	After service is provided
\$501.00 > \$1000.00	X			X					X		Not Permitted	After service is provided
\$1001.00 > \$2000.00	X			X	or PSA		X		X		Not Permitted	After service is provided
\$2000.01 > \$5000.00+	X			X	or PSA	X	X			X	Not Permitted	After service is provided

All Event Waivers, Vendor Contracts/Agreements and Professional Services Agreement require the approval signature of the Vice President of Finance and Administration.

Employees of the University are to be paid through Payroll.

Forms are available on the Business Office website.

Payment Terms: Standard University payment terms are after the service is provided unless an approved contract states a deposit or pre-payment is required.

Guidelines subject to adjustment in accordance with other University policies.