



Honorarium Payment Checklist

ACCOUNTS PAYABLE
ADMIN BUILDING RM 23B
707-654-1028
cma-ap@csum.edu

Determining if the payment is an honorarium:

	Y	N
1. Is the individual a business, corporation or partnership?	<input type="checkbox"/>	<input type="checkbox"/>
2. Was the payment amount negotiated between the University and the individual?	<input type="checkbox"/>	<input type="checkbox"/>
3. Is there a contractual agreement?	<input type="checkbox"/>	<input type="checkbox"/>
4. Are the individual's services recurring?	<input type="checkbox"/>	<input type="checkbox"/>
5. Is the individual an employee or student employee?	<input type="checkbox"/>	<input type="checkbox"/>

If you have answered "Yes" to any of the above questions the payment does not qualify as an honorarium. The individual performing the work may not be paid via the Direct Payment Request process. To determine if the individual is to be hired and paid through HR Payroll as a special consultant or through Procurement & Contract Services as independent contractor please contact Human Resources or Procurement.

If you have answered "No" to all of the above questions, attach this worksheet with the Direct Payment Request Form. If first time vendor, they will need to complete a Vendor 204 Form.