

REQUEST FOR PAYMENT OF HONORARIUM

Attention Students:

In addition to this form, you will also need the Vendor to complete the PERA Questionnaire and the W9 Form. Submit ALL forms to the Office of Student Life no later than 2 weeks PRIOR to your event.

Forms can be found at <https://www.ccaurora.edu/students/student-life/student-led-organizations/SLO-resources>

Date service performed: _____ Student Organization Name: _____

Student Organization Contact: _____ Email: _____

Vendor Name: _____

Address payment to be mailed to: _____

Vendor Phone Number: _____

Vendor Email Address: _____

Amount to be paid: _____ Org. Code: _____

Brief Description of service performed: _____

*****Payment cannot be processed without completed W9 and PERA Retiree Questionnaires on file in Fiscal Affairs.**

*****Payment limit for an Honorarium is \$250.00 and limited to once per vendor per semester.**

APPROVAL SIGNATURES

Org. Code Administrator signature

Org. Code Administrator printed name

Dean or Executive Director signature

Dean or Executive Director printed name