

Honorarium / Workshop Agreement

Date: _____

Presenter's Name _____

Address _____

Contact Information (phone) _____

SS# or Fed ID # _____

Resume on File _____ Yes _____ No (if No, please attach)

W-9 on File _____ Yes _____ No (if No, please complete attached W-9)

Date of Lecture/Workshop _____

Time/Hours of Lecture/Workshop _____

Total Cost for Services Rendered _____

Faculty Member Responsible _____

Course and Section(s) _____

Department: _____

Brief Description of Workshop: _____

Emailing the completed version of this document to the department head constitutes agreement with the dates and terms specified above.

Signature of Department Head:

Signature of Workshop Presenter:

Date: _____

Date: _____

Signature of Academic Dean or Designee _____

Date: _____

Signature of Dean of Administration, or Designee _____

Date _____

Directions for completing the Honorarium/Workshop Agreement Form:

Note: This form is used to compensate non-College employees, i.e. individuals who are not registered in Banner Payroll system. These individuals do not have "A numbers", which is the reason the SS# or Fed ID # is needed.

In order to complete payment for "outside presenters" the following steps define the process:

Prior to the scheduled date of the presentation:

1. Fill out the Honorarium/Workshop Agreement, and attach a resume if necessary. An electronic signature for the workshop presenter may be used, if the presenter does not physically sign the Agreement.

To secure an electronic signature, please complete the Honorarium/Workshop Agreement Form and email it to the presenter. Instruct the person to review the form and if s/he is in agreement with the terms and conditions, to return the form to you via email. (This instruction is contained on the form itself.) When the form is returned by email, it is highly advisable, but not mandatory, that you acknowledge the receipt of the Agreement to the presenter.

2. Have the payee complete the attached W-9 form and submit it along with the Honorarium/Workshop Agreement, unless one is already on file with the College.

3. The Department Head signs, and sends the completed form to the Dean of Academic Affairs for review and approval. The form then goes to the Dean of Administration for signature.

4. After review, the signed Agreement will be scanned and a copy returned to the Department Head, and to the Department Secretary.

5. The Dean of Administration's office retains the original documents, the Agreement form and resume, if needed.

6. Upon completion of the Workshop, the PURCHASE VOUCHER should be completed with only the following information necessary on that form: Payee's name, the Date, Requestor's name, Department, Budget Code, and the Department Head's signature. Attach a copy of the Honorarium/Workshop Agreement to the Purchase Voucher and send to the Dean of Academic Affairs.

7. After the Dean signs off, the forms are forwarded for payment. Copies are returned to the department as is the current practice.