

The information presented below and on the following pages does not include the normal new vendor set up material. Check with Purchasing for details.

If you are paying a consultant for work on a grant, you must have an approved Request to Engage Consultant form attached.
In most cases, an honorarium is actually a payment for a specific service. If you are paying for a service, please use the appropriate section of the schedule for determining the documentation requirements. Use the applicable account code for that service.

For employees:

Payments to employees should follow normal PA signature routing and will be paid through Payroll.
A "*Payment to Individual for Services*" form should **only**

If the payment is to an employee, the account code must start with a 6.
No payment to an employee for services should be made using a Direct Pay Form.

General Service Type	Examples of Service Type	Required before work performed	Required for Payment	Employee	Contract Worker	Scholarship	Where Paid
<u>other</u>							

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