

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 be used for payments to individuals. For payments to organizations, use the appropriate account code.

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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