

# HONORARIUM FORM



An honorarium is a *complimentary* payment made to an individual for services provided that would not traditionally require a PO. An MOA is required if payment for services is required and/or when the receiving individual is an employee of another state agency.

Requesting Department:

Date of Service:

Honorarium Payee:

Supplier Number:

Address:

Country:

Vendor type: Domestic Foreign \*

*\* If foreign is checked, documentation from Payroll regarding any applicable tax withholdings must be attached.*

Amount:

Purpose of Honorarium:

Requested by:

Name:

Title:

Email: