

PROCEDURE

Effective Date: 6/1/07

Approved By: Vice President George Pierce

Authority: RCW 43.19

Cancels:

See Also: POL-U5348.09 Paying Honoraria to Non-Employees

PRO-U5348.09A**PAYING HONORARIA**

This procedure applies to departments paying honoraria to non-employees.

Action by:**Action:**

Financial Manager

1. **Reviews** nature and proposed cost of desired service and **determines** that payment, including any travel, will not exceed honoraria amount and service will not exceed honoraria limit for number of days.

Department

2. **Authorizes** department employee to initiate request for payment of honoraria to non-employee.
3. **Completes** Service/Reimbursement form.

***NOTE:** Complete instructions can be found on the back of the Service/Reimbursement form.*

Financial Manager

4. **Approves** Service/Reimbursement form.

Department

5. **Forwards** white and yellow sections of purchase form to Purchasing. **Retains** pink copy for department records.

Purchasing

6. **Reviews** completed form for compliance with policy.

Accounts Payable

7. **Forwards** approved form to Accounts Payable for payment.
8. **Processes** payment.