HONORARIUM REQUEST INSTRUCTIONS

- Request the services of speakers/performances via a purchase requisition on SAP. Send all purchase requisitions to Purchasing Group 700.

- When requesting this type of service, please provide the speaker’s name, HOME address, telephone, fax number and email address in the Header note. Provide a Justification in the Header note. The justification needs to state what the service is needed for. In the Short Text field and continuing to Item Texts Tab provide a detailed description of services to be provided including subject matter, date, time and place of presentation.

- If there is not already a vendor code in SAP to which SRU is partnered we need a W-9 to create the vendor code. Effective 1/3/17, SAP requires a Social Security Number or Federal Employer’s Identification Number when creating new Purchasing vendor codes or making a change to an existing Purchasing vendor that does not have a SSN/EIN. The SSN/EIN is now a required field. Please request a copy of the vendor's W-9 when using a new vendor or if the vendor has changed their address, etc. Attach the W-9 to your purchase requisition. If an individual does not want to provide their Social Security Number they will need to apply for a Federal Employer’s Identification Number (EIN). Foreign vendors WILL NOT require this validation.

- The speaker’s fee should be inserted as Line 1 of the purchase requisition. If there are travel expenses being reimbursed to the speaker enter them on Line 2 and indicate what the reimbursement is for (i.e. meals, lodging, airfare, mileage, etc.). Any expenses paid to a third party (i.e. Lenz Travel, Super Shuttle, Applebutter Inn, Fairfield Inn, etc.) on behalf of the speaker should be entered as Line 3, 4, etc. indicating the necessary vendor code in the Des. Vendor field.

- The Material Group for honoraria is 00196. The G/L number to be used on the Account Assignment tab for honoraria/stipends/speakers is 625410, 420 or 430. Refer to Material Group and Commitment Item/GL Account Listing and Description provided on the Purchasing Home Page.

- Attach to the SAP purchase requisition any additional forms received from the Contractor (i.e. schedule for speaker/consultant, speaker’s contract if required, technical rider, etc.). Contracts will be reviewed by the Purchasing Office and/or University Legal Counsel for any terms and conditions that are prohibited by the Commonwealth of Pennsylvania prior to signing. Only the President or other party specifically delegated by the President in writing may sign a contract. No persons should sign a contract on behalf of the university unless they are specifically delegated to do so. A person without delegation who signs a contract will be acting outside the scope of his or her employment and will be held personally liable for obligations created by the inappropriate signing of the contract.

- The University cannot pay for services exceeding $1,499.00 per contractor per fiscal year without a pre-approved contract. Under no circumstances are services to start prior to the effective date of the contract. If the contract is not approved before the date the service is to be performed, SRU cannot pay the Contractor.
• It is extremely important that requests exceeding $1,499.00 arrive in the Purchasing Office at least four (4) weeks in advance of the date of commitment to the Contractor. This lead time is to provide the time needed to get the contract approved by University Legal Counsel and the Office of Attorney General in Harrisburg when necessary.

• Services under $1,500 do not need pre-approved by University Legal Counsel, but do need to be submitted in advance of the service being performed.

• Provide a complete and detailed description of all services to be provided. This description assures that the Contractor clearly understands the service they are to provide. The description must be explicit enough to be enforceable in the event of a dispute.

• If request exceeds $20,600, attach a Justification Memo to the purchase requisition stating why you have selected this person, their qualifications, etc. This justification will be reviewed by University Legal Counsel when they consider the contract for approval.

• Honoraria cannot be paid to university employees including employees of other PASSHE Universities. Under some circumstances a dual employment/extra compensation payment is a possibility. Contact the University Human Resources Office for details.

• Honoraria cannot be paid to SRU students. They should be paid via the student payroll system. Paying students on the student payroll for their services assures that they are covered by the Commonwealth’s liability insurance and Worker’s Compensation insurance.

• Employee-type work (services performed over a period of time, not a onetime service as well as other factors) should be paid via the payroll system so that federal and state taxes can be withheld. The University is required to withhold social security and taxes when persons perform employee-type work. Factors used to determine if a service is an independent contractor or employee-employer relationship are indicated on the attached guidelines provided by the State System of Higher Education. Any combination of these factors determine an employee relationship. Contact the Human Resources Office regarding employee-type services.

• Upon completion of the service, the presenter must submit an invoice to Accounts Payable for payment. If the presenter cannot provide an invoice, the requesting department should complete a General Invoice and send to Accounts Payable. The Purchase Order # can be found on the Item Status tab in the Purchase Requisition. If paying mileage to the speaker, list on the General Invoice and attach a Map Quest from speaker’s home-SRU-speaker’s home to calculate the mileage. If reimbursing other travel expenses, list on the general invoice and attach receipts.

• Questions should be directed to Brenda Gruber, Brenda.gruber@sru.edu or Ext. 4328.