

Warner Pacific University

Honorarium Check Request

(Example: Guest Speakers, Adjudicators)

Amount of Honorarium	Recipient Full Name	Address	IRS W-9 Requested or On-File
			Requested Y / N On-File Y / N

Date of Engagement:
Business Purpose for Honorarium:

Check need by:

Send check or Pick it up from Accounts Payable?

Department / Account Number: 11-1-0000-_____ - 61100

Requesting Department: _____

Requestor: _____ Date: _____

Supervisor Approval: _____ Date: _____

Finance Approval: _____ Date: _____

Instructions: This is an electronically fill-able form. Please fill in all information completely or it will be returned to you. When you have completed the form electronically, print it off and get a departmental approval signature and date. Then send to Accounts Payable Department for processing via intercampus mail or email it to: accountspayable@warnerpacific.edu.