



UNIVERSITY OF GEORGIA FOUNDATION

Honoraria Information Sheet

1. UGA Foundation Check Request Number
2. Payee
Address
3. a. UGAF Assigned Vendor #
b. Check one: US Citizen Permanent Resident Alien
c. Has the Individual been employed by UGA within the last 24 months? Yes No
*If yes, please consult UGAF Expenditure Office before proceeding as payment may need to be made through UGA Payroll.
4. Fee for services rendered
Reimbursable expenses (where separately stated)
Total amount to be paid
Type of service

architect	attorney	engineer	physician	prospective employee travel
veterinarian		visiting lecturer		other
5. Date(s) of Service(s) Performed
6. Description of Services Performed

7. Signature _____ Date _____
signature not required if invoice is attached

The above services were purchased in accordance with provisions of the UGA Foundation Policies and Procedures.

8. Signature _____ Date _____
Approved for Payment



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FOUNDATION

Instructions for Completing a
Honoraria Information Sheet

1. Enter the number shown in the top left hand corner of the University of Georgia Foundation Check Request form to which the information sheet is to be attached.
2. Enter the name of the payee and the complete mailing address including ZIP Code.
3.
 - a. Enter the UGAF Assigned Vendor #. New vendors not in the UGAF database will need to be setup prior to payment.
 - b. Check the individual's applicable citizenship. Permanent Resident is a green card holder. If the payment is to a non resident alien, please complete the appropriate non resident alien payment forms.
 - c. For payments to current or recent UGA Employees, please consult with the UGAF Expenditure Control office. This form is only to be utilized when paying individuals that have not been employed or are currently employed by UGA. This includes awards to student employees.
4. Enter the amount representing the fee to be paid for Services rendered. If a portion, of all, of this payment can be separated as reimbursement of expenses incurred, the portion should be shown under reimbursable expenses. Check the general type of service provided by the payee.
5. Enter date(s) service(s) was performed.
6. Enter a clear, concise description of the service(s) performed. Can be attached as a separate document as needed.
7. Have payee sign form unless a separate letterhead invoice is attached.
8. Person initiating payment request should sign here.