

# Honorarium Payment Form

## What to Expect?

### 1. Honorarium Payment Form

The screenshot shows the 'Showcases' section of the ProConnect system. Under the 'Forms' tab, there are five buttons: 'Honorarium Payment Form' (highlighted in yellow), 'Independent Contractor Services', 'Sole Source Request', 'Standing Order Form', and 'SubAward Form'.

Pro-Tip: If the person you are paying is does not populate in the search, please create a **Non-PO Banner ID Request** in ProConnect.

### 2. Supplier Information

The screenshot shows the 'Vendor Information' section. The 'Existing Vendor' tab is selected. Below the tab, there is a search bar labeled 'Select Vendor' with a magnifying glass icon. The 'Currency' is set to 'USD'.

### 3. Honoraria Determination

Answer **Yes** or **No** for all questions.

The screenshot shows the 'Honoraria Determination' section with the instruction: 'Please check one of the options below for each question.' There are seven questions, each with 'Yes' and 'No' radio button options:

- Is the individual a business, corporation, or partnership? \*
- Is the individual a student, employee\*, or student worker\*? \*
- Was the payment amount negotiated between the University and the individual? \*
- Is there a contractual agreement? \*
- Does the recipient offer this service free of charge? \*
- Are the individual's services recurring? \*
- Is the recipient promoting their own works (book, artwork, etc.). \*

## Honorarium Payment Form

### 4. Additional Information

#### Additional Information

Commodity Code ★

Date of Participation: ★

Description of services being honored: ★

Are reimbursables included in the total amount? ★

Amount

Unit Price

Quantity

1

Internal Attachments

Add

Pro-Tip: Choose **CD443-000** (Honorarium) as the Commodity Code.

Search...



mm/dd/yyyy

Pro-Tip: If the participation occurs over several days, choose the last day as the Date of Participation.

Please select... ▼

Pro-Tip: Reimbursables

Choose **Yes** if the recipient will also be reimbursed for any expenses. Reimbursables must be broken out on a separate line of the requisition.

Choose **No** if the recipient will not be reimbursed for expenses.

Pro-Tip: Enter the total amount of the honorarium + reimbursables, if any.

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## 5. Accounting Codes

Choose **7214- Honorarium/Stipends** as the account code by clicking the pencil icon.

Accounting Codes					
Chart	Bank Code	Fund	Organization	Account	Program
R Rowan University	30 - Rowan General Disbursement f0d9f4ef-0c88-4764-aa32-bfc6784fd91a	10110 Unrestricted General Fund	31010 Purchasing	7214 Honorarium/Stipends	14 Academic Support

If adding reimbursables, add an extra line of accounting codes. Use code **7216- Travel** as the account code.

Edit Accounting Codes

Accounting Codes

Chart *	Bank Code *	Fund *	Organization *	Account *	Program *
R ✓	30 - Rowan Gen... ✓	10110	31010	7214	14 ✓

★ Required fields

+

✓

Save

Close

### Pro-Tip: Reimbursables

The total of all accounting lines must equal the amount entered on the previous screen.

## 6. Attachments

Add supporting documentation as an attachment.

Summary
PO Preview
Comments
Attachments
History

Attachments found: 0

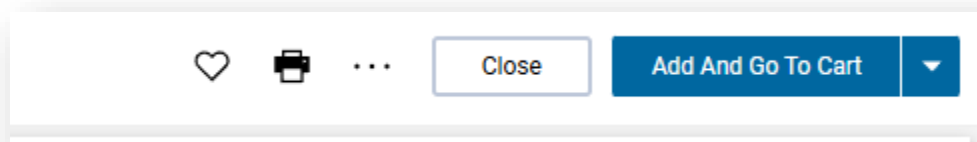
Add Internal Attachment

▼

This document does not have any attachments associated with it.  
If you need to add an attachment, return to the Summary page and find the "Add attachment" button.  
Please note that attachments cannot be added to documents once they have completed workflow.

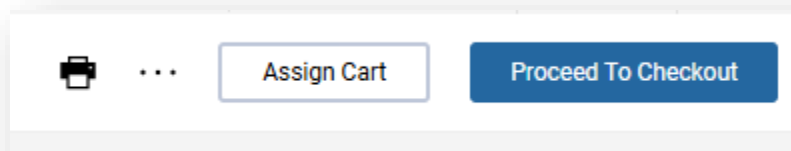
## Honorarium Payment Form

### 7. Finalize Request



### 8. Submit

Proceed to Checkout or Assign Cart for approval.



### 9. Approval

Once approved by your Approver and OC&P, a purchase order will be created and sent to the recipient. You will receive a copy of the PO.

### 10. Invoicing

Automatic invoicing, no receiving necessary.

### 11. Payment

Accounts Payable will issue payment within 30 days of invoice.

Last edited 4/28/2025