

Accounts Payable

PAYMENT REQUEST FOR GUEST/SPECIAL LECTURER

Please note: This form must be completed and submitted to the Accounts Payable Department prior to the end date of the lecture. If guest lecturer is foreign, please submit four weeks in advance to allow sufficient time for processing. A copy of this form must be attached to all budget transfer documents. A supplier [Payee Data Record](#) (Std. 204) must accompany this request. SDSU payment terms are net 30 and all university payments are mailed.

TO BE COMPLETED BY GUEST LECTURER

Name of Guest Lecturer: _____

Street Address: _____

City, State, Zip: _____

Country: _____ Email: _____

Are you a U.S. citizen or permanent resident alien (Green card holder)? Yes No

If *no*, guest lecturer is required to complete a [Foreign National Information Form](#) and submit with this document. Nonresident aliens may be subject to federal tax withholding of 30%.

Are you a California resident? Yes No If "no," California nonresidents may be subject to California tax withholding of 7%. See [Payee Data Record](#) (PDR) form for additional information.

I understand I will be paid in arrears for the services noted above that are being provided to SDSU. If my immigration status classifies me as a nonresident alien (NRA), I understand I must complete the [Foreign National Information Form](#). All applicable tax laws will apply and appropriate taxes will be withheld by the university from the amount indicated below. I have furnished all information and documents necessary so SDSU may comply with state and federal taxation and immigration law. I also hereby certify that the above is true and correct and that I understand the statements above.

Signature/Guest Lecturer: _____ Date: _____

TO BE COMPLETED BY DEPARTMENT

 Is guest lecturer an SDSU employee? Yes No If *yes*, complete the following:

SDSU Faculty	Full Time	Part Time
SDSU Staff	Full Time	Part Time

Other (specify): _____

POLICY: Faculty from other universities are eligible for guest/special lecturer payments during the normal academic year. Full time SDSU faculty are not eligible during the normal academic year. Part time SDSU faculty paid from the State General Fund are not eligible for guest/special lecturer payments during the normal academic year if those payments are made from the Lottery Fund. All SDSU faculty are eligible to earn honorariums from other than the State General Fund instructional faculty funds (subject to fund source restrictions) during summer, winter, and spring breaks. All such payments must be processed via an academic transfer form or a college of Extended Studies appointment document. SDSU staff in work week group 4C are eligible to earn special/guest lecturer payments from the General Fund only on their reported vacation days. All SDSU employees must receive advance approval from the Center for Human Resources for special/guest lecturer payments. All such payments must be requested via a staff transaction form. SDSU staff paid from the General Fund are not eligible for guest/special lecturer payments.

Department: _____ Dept. Contact: _____ Ext.: _____

Topic of Lecture: _____ Date(s) of Lecture: _____

Account Number: _____ Amount of payment: _____

Were services provided within the State of California? Yes No If no, where? _____

Approved for payment. Payment authorization is in accordance with the SDSU Fiscal Authorization Hierarchy (FAH).

Department Dean, VP or Designee: _____ Date: _____

Contract & Procurement Management: _____ Date: _____

Payments exceeding \$1,999.99 must be approved by CPM