

Accounts Payable
DOMESTIC GUEST/SPECIAL LECTURER PAYMENT REQUEST

Please note: This form must be completed and submitted to the Accounts Payable Department for payment processing. A supplier [Payee Data Record](#) (Std. 204) must accompany this request for new suppliers. SDSU payment terms are net 30 and university payments are mailed.

PAYMENT INFORMATION - TO BE COMPLETED BY GUEST LECTURER

Payee Name: _____

Name of Guest Lecturer (if different than payee name): _____

Street Address (where to remit payment): _____

City, State, Zip: _____

Email: _____

Is payee 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 that payment for services provided to SDSU will be made in arrears. All applicable tax laws will apply and appropriate taxes will be withheld by the university from the amount indicated below. The total payment may also be reportable to the IRS and other taxing authorities. I have furnished all information and documents necessary so SDSU may comply with state and federal taxation. 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

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.

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): _____

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).

FAH Signer (Print): _____ **Date:** _____

FAH Signer (Signature): _____