

Accounts Payable
DOMESTIC GUEST/SPECIAL LECTURER PAYMENT REQUEST

PAYMENT INFORMATION TO BE COMPLETED BY GUEST LECTURER

Please note: This form must be completed and submitted to the Accounts Payable Department two weeks in advance to allow sufficient time for processing. New suppliers with San Diego State University or existing suppliers with tax reporting or remittance address changes must complete a [Supplier Information Form \(PDR – STD 204\)](#) before payment can be issued; please email the Supplier Maintenance team at apsupplier@sdsu.edu to request a new supplier creation or existing supplier update. SDSU Guest Lecturer payment terms are Immediate from the last date of lecture and university payments are mailed in arrears to the remittance address noted on the Supplier Information Form (PDR-STD 204) un registered for direct deposit with Accounts Payable.

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 [Supplier Information Form \(PDR – STD 204\)](#) 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: Active SDSU faculty and staff are not eligible for guest/special lecturer payments paid through the Accounts Payable department. Former SDSU faculty and staff must be separated from the University for twelve months before they are eligible for guest/special lecturer payments. 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 and paid through the Payroll department and reflected on the employee's payroll check.

If the Guest/Special Lecturer an active SDSU Faculty, Staff or Student member? Yes No

Department: _____ Preparer: _____ Ext.: _____

(Must have Oracle Access)

Name of Lecture/Event: _____ Date(s) of Lecture/Event: _____

Expense Type List: _____

*If the expense being requested for payment is not listed here, please submit a requisition for processing

Account Number: _____ Amount of Service Payment: \$ _____

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

Is there an agreement associated to this event? Yes No If yes, attach a copy of the completed agreement

ALL FAH APPROVAL WILL BE DONE THROUGH ORACLE

Payment authorization is in accordance with the SDSU Fiscal Authorization Hierarchy (FAH)