


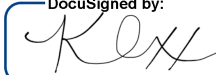


UNIVERSITY  
*of* ALASKA

Procurement & Contract Services  
P.O. Box 757940  
Fairbanks, AK 99775  
www.alaska.edu/procurement  
ua-pcs-main@alaska.edu  
(907) 474-7315

To: UAS Community  
From: Jon Lasinski, Vice Chancellor  
Kara Axx, Chief Procurement Officer  
Date: October 9, 2024  
Subject: **Honorarium Process**

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In order to expedite and simplify the issuing of honorarium payments \$1,000 or less, the processing will transition from Procurement & Contract Services to the UAS Accounts Payable office. Effective immediately all requests for honorarium payments will be submitted to the UAS Accounts Payable office via the Direct Pay Process.

Process:

1. Complete Purchase Requisition Form and select “check request.” Have Jon Lasinski sign via DocuSign under procurement.
2. If the recipient doesn’t exist as a vendor in Banner leave the vendor field blank
3. Draft Email to A/P, [uas.accountspayable@alaska.edu](mailto:uas.accountspayable@alaska.edu) with Honorarium as subject line included the following attachments:
  - a. [Honorarium Status Determination Form](#) (Have Jon Lasinski sign via DocuSign under procurement)
  - b. Thank you letter to recipient
  - c. [W-9 form](#) for the recipient
4. If all requirements are met, A/P will process payment

Please remember, honorariums are gifts or payments given as a token of appreciation to guest speakers and other individuals who provided the University a service free of charge. Any verbal or written agreement in which the University will be obligated to pay for services or expenses or accommodations is a contractual arrangement and must go through the requisition process.

The process for honorariums over \$1,000 will remain unchanged, requiring a requisition and backup sent to Procurement & Contract Services. Please contact either of us with questions about the new process.

A decorative graphic at the bottom of the page consisting of a blue silhouette of a mountain range with several peaks of varying heights.