

**REQUEST FOR HONORARIA/CONSULTANT SERVICES**

Requests for \$1,500 and over should be in the Purchasing Office at least six (6) weeks prior to the event and three (3) weeks prior to the event for requests under \$1,500 to ensure that the appropriate signatures are affixed to the contract before the event takes place.

This form should be completed in accordance with Millersville University Policy Statement #320.02 dated 5/23/85. ALL AREAS MUST BE FILLED IN. Forms will be returned to the department for failure to complete the requested information. Submit the original copy to the Purchasing Office, all other copies can be retained for your records.

RECIPIENT'S NAME: \_\_\_\_\_

SOC. SEC#/FED. ID#: \_\_\_\_\_ PHONE #: ( ) \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PLACE OF EMPLOYMENT: \_\_\_\_\_

DESCRIPTION OF EVENT AND PURPOSE OF HONORARIUM (i.e., "Commencement Address" or Guest Lecturer in "x" class):  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_

AMOUNT: \$ \_\_\_\_\_ ACCOUNT # TO BE CHARGED: \_\_\_\_\_ (3400)

.....  
REQUESTED BY: \_\_\_\_\_ (NAME/DEPARTMENT)

CAMPUS PHONE#: \_\_\_\_\_ DATE REQUESTED: \_\_\_\_\_

APPROVALS:

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
Division Dean

\_\_\_\_\_  
Department Head