**New Procedure on Honorarium Payments – sent on AP ListServ on 07/06/2017**

Accounts Payable has posted a new procedure on Honorarium Payments in the Online Business Processes Library.  Please be sure to follow this when requesting an honorarium through AP.  The Independent Contractor worksheet is no longer required for these types of payments, but the award letter must be included that provides details of the arrangement. Please see the link below for guidelines to determine if a payment to an individual is eligible as an honorarium.

<https://team.usf.edu/OBP/Online%20Business%20Proceses%20Sample%20Library/USF%20Controllers%20Office/Accounts%20Payable%20-%20Honorarium.docx>

As a reminder, you can use all of the Online Business Processes resources as well as the “Expenditure Guide by Source of Funds and Method”, to answer many of your procurement and payment questions.

The Online Business Processes library is accessible on the bottom left of the University Controller’s main page <http://www.usf.edu/business-finance/controller/index.aspx>.  After logging in with your NetID and password, select “Go directly to the Business Process Library” , and then you may further refine your results by filtering “USF Controllers Office” as the department, “Payment Services” as Category, and “Accounts Payable – Expenses” as the Subcategory.

The Expenditure Guide is available on the Purchasing Services web site and also via the Accounts Payable website <http://www.usf.edu/business-finance/purchasing/documents/expenditure-guide.pdf>.

If you have questions please consult with the AP helpdesk at [aphelp@usf.edu](mailto:aphelp@usf.edu) .