

***Requisition Form for Speaker Honorarium***

Date: \_\_\_\_\_

Check payable to: \_\_\_\_\_

For: \_\_\_\_\_

\_\_\_\_\_

Amount \$ \_\_\_\_\_

Will pick up check on: \_\_\_\_\_

Specific Committee: \_\_\_\_\_

Requested by: \_\_\_\_\_

Approved by: \_\_\_\_\_

Must have approval signature by your committee chair before payment can be issued.

This form is to be filled out and presented to the office for check run three weeks prior to speaker's engagement date. To return this request, please use standard mail, email (type requested & approval names) or drop off at the second floor office.

Thank you