


# PROCEDURE

<b>Subject</b>	Consultants' Services and Honorariums – Payment	<b>Number:</b> 2.13.01
<b>Source</b>	Office of Finance	<b>Reference (Rule #)</b> 6HX14-2.13
<b>President's Approval/Date:</b> 7-1-09		

## **PURPOSE:**

To establish procedures for the request and payment of consultant services and honorarium fees.

## **POLICY:**

Requests for the services of a consultant or honorarium payment are to be made directly to the Director of Finance a minimum of seven (7) days before the consultant's or professional person's visit. The requests must be made on a "Request for Consultant Services" form which may be obtained from the Finance Office.

A "consultant" for this purpose, should be an expert who is called on for professional or technical advice, or opinions or performance. A consultant may not be an employee of the College or anyone who is hired to instruct.

An "honorarium" is a payment to a professional person for services on which no fee is set or legally obtainable (as in a "gift" for services rendered).

## **PROCEDURE:**

The requestor will complete all parts of Section 1 of the "Request for Consultant Services" form, sign and date the form and obtain the signatures of the applicable Area Administrator and Vice President. The fee for services should be a lump sum one-time payment. If the payment encompasses travel, meals, lodging, etc., those expenses should be negotiated within the lump sum payment, and will not be paid in addition to or separately from the fee, except at rates permitted under rules of the Board of Trustees and Florida Statutes applicable to Travel reimbursement.

The requestor will prepare a general encumbrance in Banner and forward the Request for Consultant form and evidence of the encumbrance to the Director of Finance for Approval and

payment. When the check has been prepared, it will be held in the Business Office of the College until the consultant has performed the required services.

Upon completion of the services, the requestor will pick up the check and form from the Business Office and complete Section II of the Request for Consultant form, sign and date it, and also obtain the signature of the consultant. When the form is complete, the requestor may transfer the payment and the pink copy of the form to the consultant and should return the original and yellow copies to the Business Office for filing in the voucher package. Under some circumstances, the form may be mailed to the consultant for signature. Upon return of the signed form, the check will be mailed to the consultant.