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UNIVERSITY  
*of* ALASKA  
*Many Traditions One Alaska*

To: UAF Community

From: Kathy Jeffords, Accounts Payable Supervisor  
Kara Axx, Chief Procurement Officer

Date: December 20, 2023

**Subject: New Honorarium Process**

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*Kathy Jeffords*  
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*Kara Axx*  
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In order to expedite and simplify the issuing of honorarium payments under \$1,000, the processing will transition from Procurement & Contract Services to the UAF Accounts Payable office. Starting on January 3, 2024 all requests for new honorarium payments will be submitted to the UAF Accounts Payable office via the Direct Pay Process which can be found here <https://www.uaf.edu/finserv/finance-accounting/resources/payment-processing.php>.

Process:

1. Create Encumbrance into Banner (FGAENCB)
2. If the recipient doesn't exist as a vendor in Banner leave the vendor field blank.
3. Draft Email to A/P with Banner generated E Number as subject line including the following attachments:
  - a. Honorarium Status Determination Form  
[https://www.alaska.edu/procurement/files/New-Honorarium-Form\\_10-11-22.pdf](https://www.alaska.edu/procurement/files/New-Honorarium-Form_10-11-22.pdf)
  - b. Thank you letter to the 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.