

SECTION: Business Affairs/Purchasing
SUBJECT: Honoraria, Stipends, and Services by Employees, Students

ISSUED BY: Office of Business Affairs
REPLACES:
APPROVED BY: Vice President for Business Affairs and Treasurer
EFFECTIVE DATE: July 1996

Honoraria, stipends, and services by employees, students

All requests for payment of services rendered with regard to faculty, staff, or students at Asbury College must be paid through the Payroll Department. This includes honoraria for special speaking engagements or other services and payments to students for acting as line judges, scorekeepers, or coaches for athletic events.

Honoraria and stipends for non-employees will be processed through the Accounts Payable with an IRS Form 1099 issued at the end of the calendar year.