ORDER FOR CHECK (OFC) FORM INSTRUCTIONS

An Order for Check (OFC) may be used to request payment for:

- Dues, memberships, subscriptions, filing fees and licenses for University employees.

- Goods/Services that have already been received and/or completed without a prior Purchase Order (there must be justifiable circumstances as to why a Purchase Order was not initiated).

- Honorariums for non-University employees

  - What is an Honorarium?

    - Payment to a non-University employee for participation in a University sponsored lecture, seminar, or workshop on a one-time or an occasional basis.

    - At the end of each calendar year, the Financial Accounting Services office will issue a Form 1099 indicating the total paid to the individual for these taxable payments if the total for the year is $600 or more.

    - Individuals employed to teach or perform services on a regularly scheduled basis are to be paid through the University payroll system.

To process, proper documentation must be attached to the OFC form:

- Vendor Invoice or Honorarium Request Form

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