Payments for Services to non-UGA employees

Date: ________________________________________________

Payee Name: ____________________________________________

Payee Signature __________________________________________

Description of services rendered:
__________________________________________________________

__________________________________________________________

Amount of payment: $_____________ Check # ____________

Approved by: ____________________________________________
County Extension Coordinator

Notes:
• University Policy prohibits the payment of honoraria to University employees.
• County Extension Office should issue IRS Form 1099 to independent contractors or consultants who are paid $600 or more during a calendar year.

Documentation:
• Attached this original to check voucher.
• Give individual a copy.
• Keep a copy of this completed form in your files for seven years.