

**Administrative Processing of Lecturer Contracts  
for Contracts  
LESS THAN \$5,000**

Identify Lecturer

Contact Lecturer  
and to Make  
Verbal Agreement  
on Dates, Format,  
and Price

Inform the Lecturer that they will be paid with a University Check after the engagement. and with supporting invoice. Only one check will be prepared. Ensure that Lecturer includes all Travel Expenses in final Price

Secure all the  
Lecturer Payment  
Information and  
Submit to P&GS to  
set up Lecturer as  
Vendor

1. Identify the entity to whom the check will be made payable (payee).
2. Include the Payee Taxpayer ID number.
3. Include Phone Number and Address of Payee.

Prepare  
FAMIS  
Limited  
Purchase  
Order

Prepare Lecturer  
Contract  
**L.O Number  
becomes  
Contract Number**

Obtain  
Signature  
from Lecturer  
and Account  
Manager on  
Lecturer  
Contract

Have Lecturer  
Perform Lecture

Submit Invoice  
and Contract with  
L Doc Cover to  
Accts Payable for  
Payment

Note; Receipts for Travel are not Required. Travel Expenses are considered part of the lecture fee.