

PVCC

Stipend/Honorarium Invoice

Invoice Processing Instructions

This invoice is required for all PVCC Stipend & Honorarium expense.

- Complete the invoice information fields below
- PO# will become the “invoice number”
- Completed invoice should be emailed to District Accounts Payable for payment processing
 - District AP email: accounts.payable@domail.maricopa.edu
- Invoice will be routed to Requisitioner in FMS for Workflow approval
- Approved invoices are routed for payment processing
- Payments are mailed directly to all suppliers

Stipend/Honorarium Invoice

Date: _____

Invoice No#: _____
(Purchase order # will serve as invoice #)

Requisitioner: _____

PO#: _____

Date of Service: _____
(Services cannot be pre-paid.)

Supplier Name: _____

Supplier#: _____

Amount: \$ _____

** Note: Amounts paid to any individual in excess of \$600 in a calendar year will result in a Form 1099 being issued.*

Description of Service: *(In detail describe the service provided, including the program or project if applicable; the need for the Services; what services were performed; how it will be done; and any deliverables (such as reports, analyses, designs):*