

**Procure-to-Pay
DOMESTIC GUEST/SPECIAL LECTURER PAYMENT REQUEST**

PAYMENT INFORMATION TO BE COMPLETED BY GUEST LECTURER

Please note: This form must be completed and submitted to the Procure-to-Pay Department two weeks in advance to allow sufficient time for processing. New suppliers with San Diego State University, or existing suppliers with tax reporting or remittance address changes, must complete a **Supplier Information Form (PDR-STD 204)** before payment can be issued; please email Supplier Maintenance at p2psupplier@sdsu.edu to request a new supplier setup or to update an existing supplier. SDSU Guest Lecturer payment terms are Immediate from the last date of lecture and university payments are mailed in arrears to the remittance address noted on the **Supplier Information Form (PDR-STD 204)**.

Payee Name: _____ Email: _____

Name of Guest Lecturer (if different than payee name): _____

Street Address (where to remit payment): _____

City, State, Zip: _____

Is the payee a U.S. entity, U.S. citizen, or permanent resident (green card holder)? Yes ☐ No ☐

**If no, please reach out to your SDSU department contact to notify them as another form should be used and this Domestic GL form should not be used in your situation*

Is payee a California resident? Yes ☐ No ☐

If no, California nonresidents may be subject to California tax withholding of 7%.

See **Supplier Information Form (PDR-STD 204)** for additional information.

I understand that payment for services provided to SDSU will be made in arrears. All applicable tax laws will apply, and appropriate taxes will be withheld by the University from the amount indicated below. The total payment may also be reportable to the IRS and other tax authorities. I have furnished all information and documents necessary so that SDSU may comply with state and federal taxation laws. I also hereby certify that the above is true and correct and that I understand the statements above.

Signature of Guest Lecturer: _____ Date: _____

TO BE COMPLETED BY THE DEPARTMENT

POLICY: Active SDSU faculty, staff and students are not eligible for guest/special lecturer payments paid through the Procure-to-Pay department. Former SDSU faculty, staff and student employees must typically be separated from the University for twelve months before they are eligible for guest/special lecturer payments. All SDSU employees must receive advance approval from the Center for Human Resources for special/guest lecturer payments; all such payments must be requested via a staff transaction form and paid through the Payroll Department and reflected on the employee's payroll check.

Is the Guest/Special Lecturer an active SDSU Faculty or Staff member, or Student? Yes ☐ No ☐

Department: _____ Preparer: _____ Ext.: _____

**Preparer must have Oracle access.*

Name of Lecture/Event: _____ Date(s) of Lecture/Event: _____

Expense Type (see dropdown list): _____

**If the expense being requested for payment is not listed here, please refer to the "SDSU Non-PO Procure to Pay Policy."*

Oracle Account String: _____ Total Payment Amount: \$ _____

Where were services physically provided? ☐ Inside California ☐ Outside California, but inside the U.S. ☐ Outside the U.S.

Is there an agreement associated with this event? Yes ☐ No ☐ If yes, attach a copy of the completed agreement.

Payment authorization is in accordance with the SDSU Fiscal Authorization Hierarchy (FAH).

ALL FAH APPROVAL WILL BE DONE THROUGH ORACLE