

### **Instructions on requesting an Honorarium:**

Fill out a “UM Libraries’ Supply & Services Requisition Form” and attach a signed Letter of Offer & Acceptance (Honorarium) completed by both parties. Forward all completed documentation and request forms through the normal channels as with any purchase.

A Letter of Offer & Acceptance should include the following:

(See next page for sample letter)

Heading:

Your library/department or office  
Your Rm#  
UM Libraries  
University of Maryland  
College Park, MD 20742

The Body should include the following information in the paragraph:

Title of the event  
Date of presentation  
Topic of presentation  
Dollar amount offered for the honorarium.

The Speaker should complete the following information:

Signature of Speaker  
Social Security number  
PRINT Name  
Title and institution  
Speaker’s Home Address

You should sign the letter.

PRINT/TYPE your name and Department

**The letter should be sent to the speaker to complete his/her part then returned to process.**

#### **Notes:**

- Original letter with signatures is required.
- Plan well in advance of speaker’s arrival. Processing of check takes 4 –6 weeks.

#### **Caveat:**

If the Speaker is on UMD payroll, Honorarium cannot be requested / processed. Contact Library Personnel Office for payroll method of compensation.



UNIVERSITY  
LIBRARIES

Your Department/Library

Your Room #

UM Libraries

University of Maryland

College Park, MD 20742

*Letter of Offer & Acceptance for Honorarium*

This will confirm our invitation to you to speak at the UM Libraries' Event/seminar on (date) xx/xx/xx on the topic of "Speaker's topic". We can offer you an honorarium of \$ xxx.xx. If this arrangement is satisfactory to you, please return a copy of this form to me, with your signature and the indicated information so that we may request your check.

Please *print* your name, title and institution (Speaker's):

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Signature (of Speaker): \_\_\_\_\_

Social Security # \_\_\_\_\_

Home address:

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Thank you,

Your signature

Printed Name

Printed Department