

Texas Wesleyan University
Accounts Payable Office
1201 Wesleyan Street
Fort Worth, Texas 76105
Phone: (817) 531-4417
Fax: (817) 531-6570



REQUEST FOR PAYMENT OF HONORARIUM

PO Number (required) * _____ Date: _____

Date service performed: _____

Date payment or gift is to be rendered: _____

Name: _____

Amount: \$ _____

Social Security Number: _____

Cost Center: _____

Brief description of service performed: _____

***Note: Payment cannot be processed without a completed W9 Form on file in the Purchasing Office**

Approval Signatures

Cost Center Administrator Date

For Accounts Payable Use Only

Completed W9 on file: Yes

No