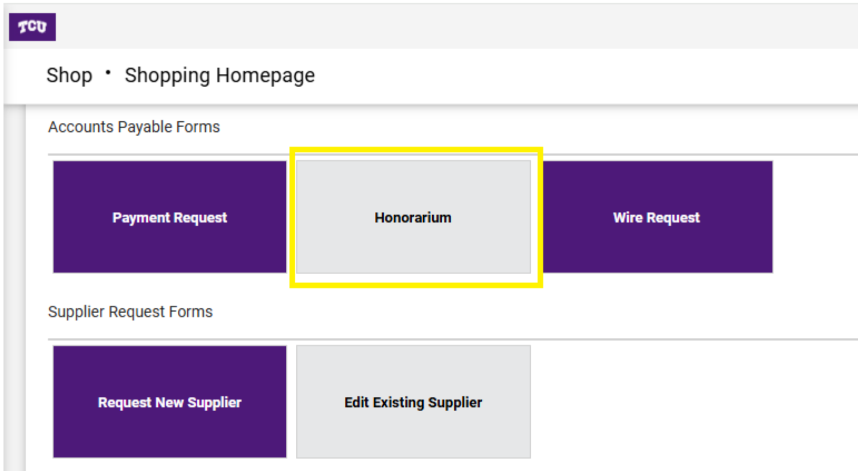
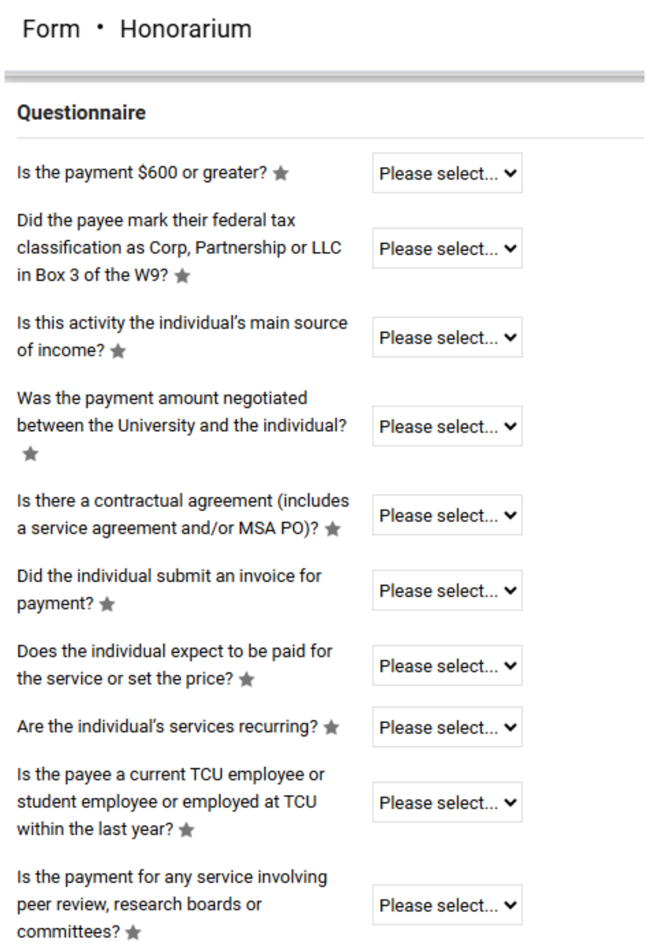
Honorarium Form

1. Log into [Jaggaer]

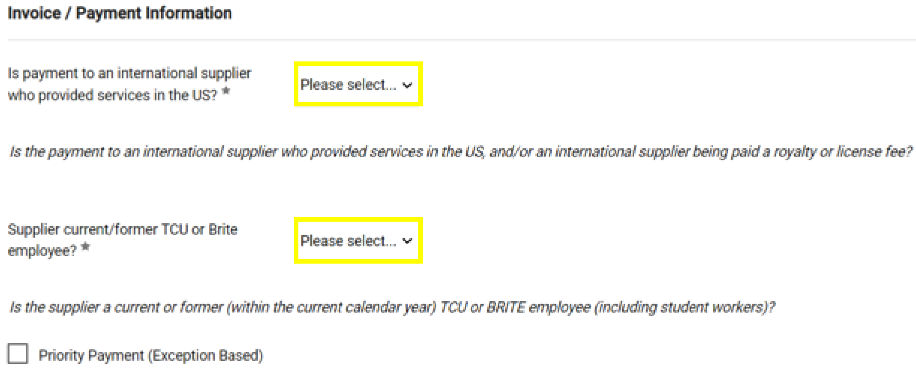
2. From the Shopping Homepage, select the Honorarium Form



3. Read the instructions and answer the 10 required questions to see if your payment qualifies as an honorarium.



4. Review the Invoice/Payment Information questions and select Yes/No based on payment you are submitting.



Invoice / Payment Information

Is payment to an international supplier who provided services in the US? * | Please select...

Is the payment to an international supplier who provided services in the US, and/or an international supplier being paid a royalty or license fee?

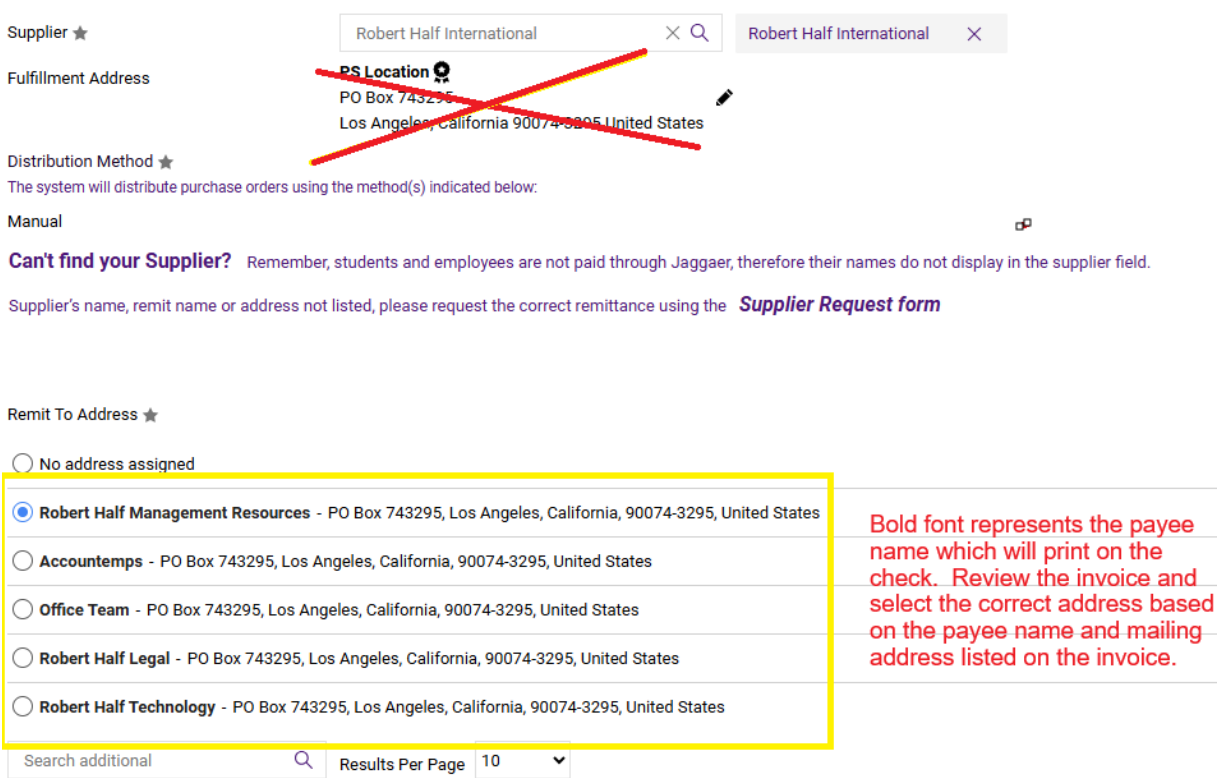
Supplier current/former TCU or Brite employee? * | Please select...

Is the supplier a current or former (within the current calendar year) TCU or BRITE employee (including student workers)?

Priority Payment (Exception Based)

Note: Priority payment requests are granted based on contract requirements or Vice Chancellor approval. Please do not select the Priority Payment box if you do not have a contract requiring immediate payment, or approval from your Vice Chancellor (email from VC of their approval must be attached to your request). Reach out to AP at accountspayable@tcu.edu to determine if your request qualifies as a priority.

5. Select a supplier



Supplier ★ | Robert Half International | Robert Half International

Fulfillment Address | ~~PS Location~~ ~~PO Box 743295~~ ~~Los Angeles, California 90074-3295 United States~~

Distribution Method ★

The system will distribute purchase orders using the method(s) indicated below:

Manual

Can't find your Supplier? Remember, students and employees are not paid through Jaggaer, therefore their names do not display in the supplier field.

Supplier's name, remit name or address not listed, please request the correct remittance using the ***Supplier Request form***

Remit To Address ★

No address assigned

Robert Half Management Resources - PO Box 743295, Los Angeles, California, 90074-3295, United States

Accountemps - PO Box 743295, Los Angeles, California, 90074-3295, United States

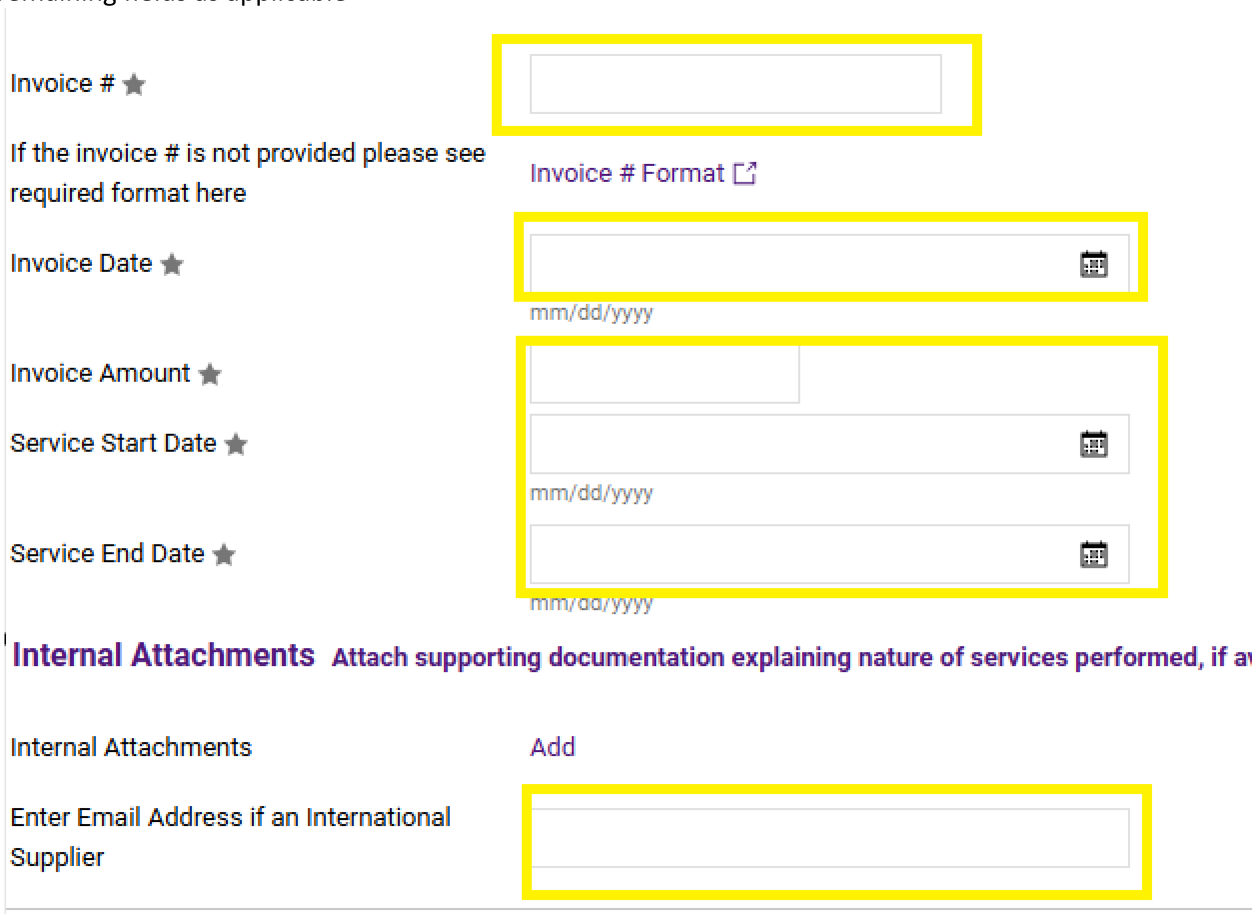
Office Team - PO Box 743295, Los Angeles, California, 90074-3295, United States

Robert Half Legal - PO Box 743295, Los Angeles, California, 90074-3295, United States

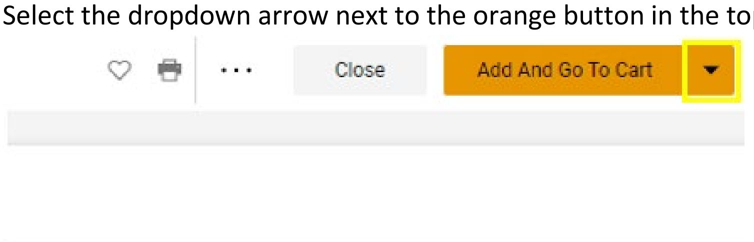
Robert Half Technology - PO Box 743295, Los Angeles, California, 90074-3295, United States

Search additional | Results Per Page 10

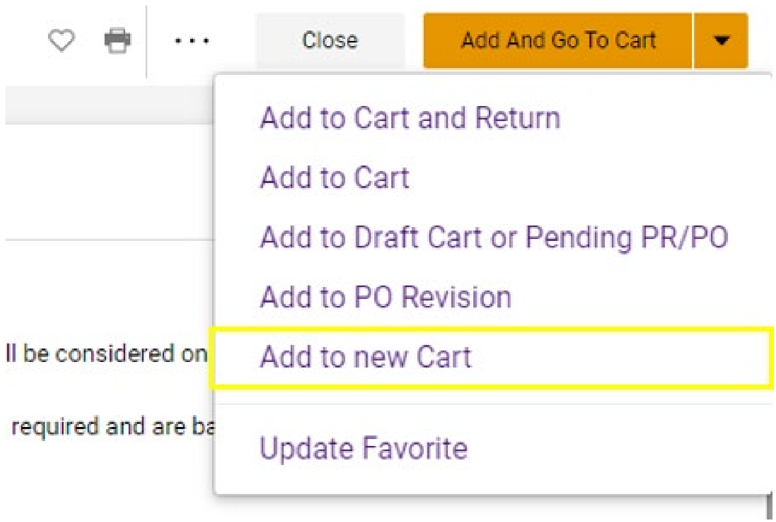
6. Fill out remaining fields as applicable



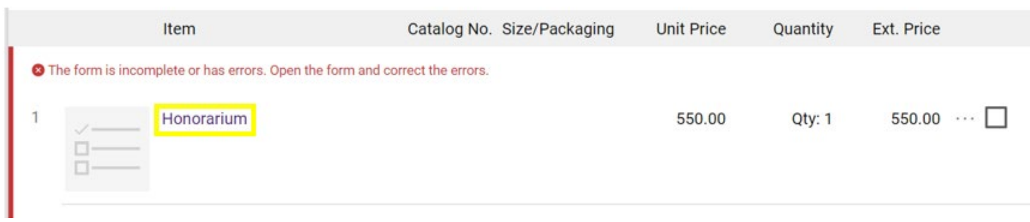
7. Add Honorarium to Cart
   a) Select the dropdown arrow next to the orange button in the top right of the screen



   b) From the dropdown list, select “Add to new Cart”

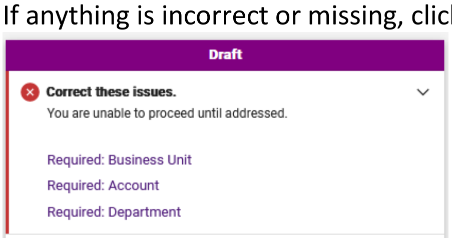


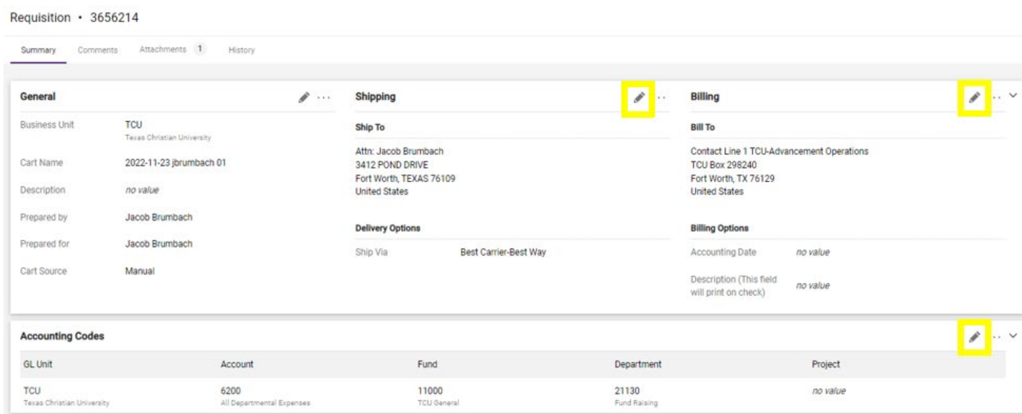
8. Review the cart entry for accuracy and proceed to checkout
    a) If there are errors in the form, click the form description ("Honorarium") to re-enter the form and correct the errors.



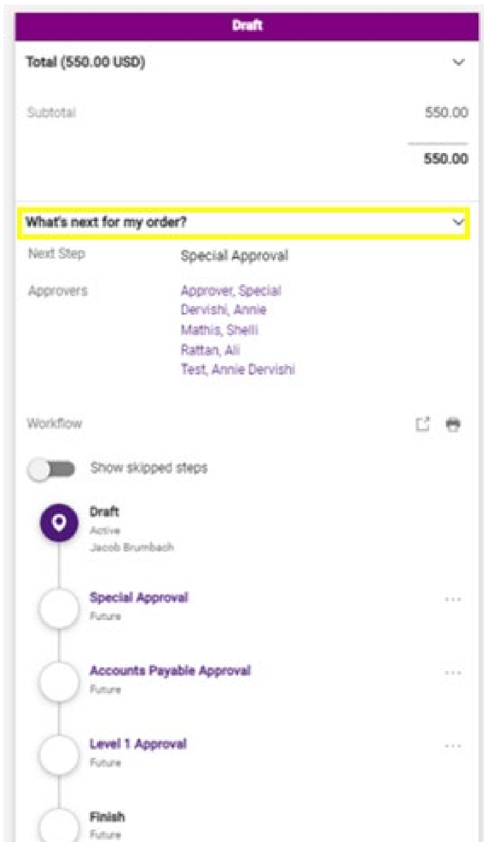
    b) Click the orange "Proceed to Checkout" button.

9. Review the Requisition to make sure Shipping/Billing/Accounting Codes are correct:
    a) If anything is incorrect or missing, click the pencil icon in each section to fix the details.

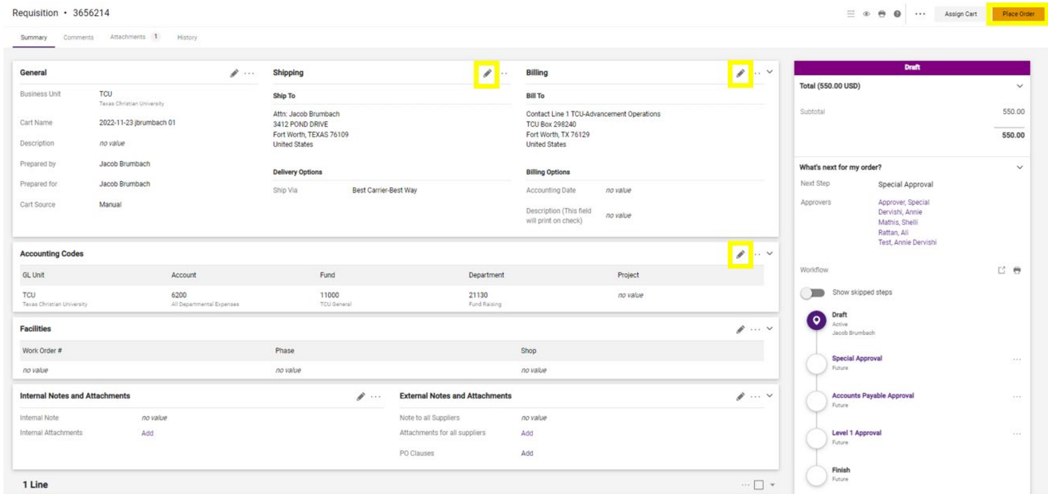




b) In the column on the right, under “What’s next for my order?”, the next workflow steps can be seen.



c) Once details for all sections are correct, click the orange “Place Order” button to finish.


Requisition • 3656214
Assign Cart
Place Order
Summary
Comments
Attachments 1
History
General
Business Unit
TCU
Texas Christian University
Cart Name
2022-11-23 jbrumbach 01
Description
no value
Prepared by
Jacob Brumbach
Prepared for
Jacob Brumbach
Cart Source
Manual
Shipping
Ship To
Attn: Jacob Brumbach
3412 POND DRIVE
Fort Worth, TEXAS 76109
United States
Delivery Options
Ship Via
Best Carrier-Best Way
Billing
Bill To
Contact Line 1 TCU-Advancement Operations
TCU Box 298240
Fort Worth, TX 76129
United States
Billing Options
Accounting Date
no value
Description (This field will print on check)
no value
Accounting Codes
GL Unit
Account
Fund
Department
Project
TCU
Texas Christian University
6200
All Departmental Expenses
11000
TCU General
21130
Fund Raising
no value
Facilities
Work Order #
Phase
Shop
no value
no value
no value
Internal Notes and Attachments
Internal Note
no value
Internal Attachments
Add
External Notes and Attachments
Note to all Suppliers
no value
Attachments for all suppliers
Add
PO Clauses
Add
1 Line
Draft
Total (550.00 USD)
Subtotal
550.00
550.00
What's next for my order?
Next Step
Special Approval
Approvers
Approver, Special
Dervishi, Annie
Mathis, Shelli
Rattan, Ali
Test, Annie Dervishi
Workflow
Show skipped steps
Draft
Active
Jacob Brumbach
Special Approval
Future
Accounts Payable Approval
Future
Level 1 Approval
Future
Finish
Future