

Honorarium Form

1. Log into [Jaggaer](#)
2. From the Shopping Homepage, select the Honorarium Form

The screenshot shows the Jaggaer Shopping Homepage. At the top, there is a purple header with the TCU logo. Below the header, the breadcrumb trail reads "Shop • Shopping Homepage". The main content area is divided into two sections: "Accounts Payable Forms" and "Supplier Request Forms". In the "Accounts Payable Forms" section, there are three buttons: "Payment Request", "Honorarium", and "Wire Request". The "Honorarium" button is highlighted with a yellow border. In the "Supplier Request Forms" section, there are two buttons: "Request New Supplier" and "Edit Existing Supplier".

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

Form • Honorarium

Questionnaire

Is the payment \$600 or greater? ★	Please select... ▼
Did the payee mark their federal tax classification as Corp, Partnership or LLC in Box 3 of the W9? ★	Please select... ▼
Is this activity the individual's main source of income? ★	Please select... ▼
Was the payment amount negotiated between the University and the individual? ★	Please select... ▼
Is there a contractual agreement (includes a service agreement and/or MSA PO)? ★	Please select... ▼
Did the individual submit an invoice for payment? ★	Please select... ▼
Does the individual expect to be paid for the service or set the price? ★	Please select... ▼
Are the individual's services recurring? ★	Please select... ▼
Is the payee a current TCU employee or student employee or employed at TCU within the last year? ★	Please select... ▼
Is the payment for any service involving peer review, research boards or committees? ★	Please select... ▼

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 ▾

Bold font represents the payee name which will print on the check. Review the invoice and select the correct address based on the payee name and mailing address listed on the invoice.

6. Fill out remaining fields as applicable

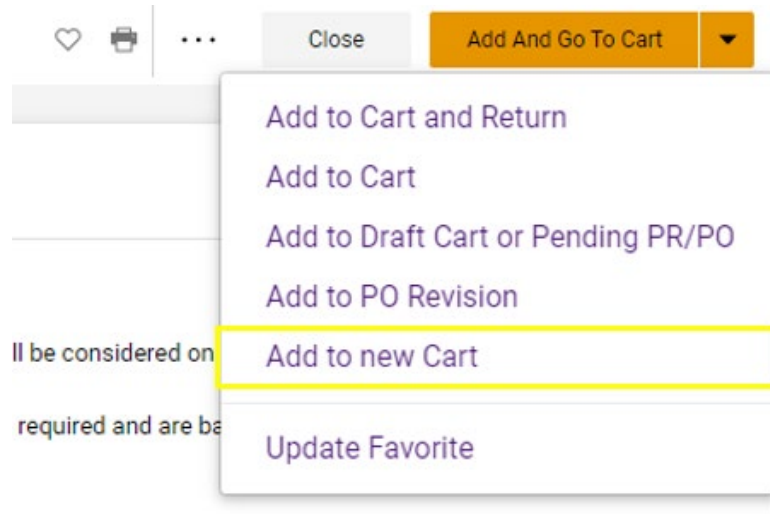
Invoice # ★	
If the invoice # is not provided please see required format here	Invoice # Format
Invoice Date ★	 mm/dd/yyyy
Invoice Amount ★	
Service Start Date ★	 mm/dd/yyyy
Service End Date ★	 mm/dd/yyyy
Internal Attachments Attach supporting documentation explaining nature of services performed, if applicable	
Internal Attachments	Add
Enter Email Address if an International Supplier	

7. Add Honorarium to Cart

a) Select the dropdown arrow next to the orange button in the top right of the screen

[Close](#)[Add And Go To Cart](#)

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

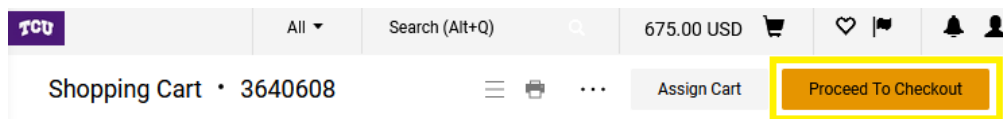


8. Review the cart entry for accuracy and proceed to checkout

- a) If there are errors in the form, click the form description (“Honorarium”) to re-enter the form and correct the errors.

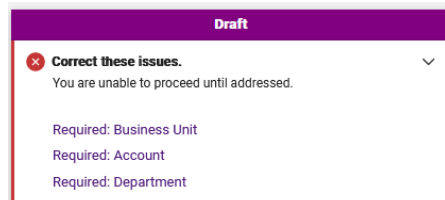
	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
	The form is incomplete or has errors. Open the form and correct the errors.						
1	Honorarium			550.00	Qty: 1	550.00	...

- 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.



Summary
Comments
Attachments (1)
History

General

Business Unit

TCU

Texas Christian University

Cart Name

2022-11-23 brumbach 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	6200	11000	21130	no value
Texas Christian University	All Departmental Expenses	TCU General	Fund Raising	

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

Draft

Total (550.00 USD)

550.00

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

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

Summary Comments Attachments 1 History

General

Business Unit
TCU
Texas Christian University

Cart Name
2022-11-23 Brumbach 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 296240
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

Total (\$50.00 USD)

Subtotal

550.00

550.00

What's next for my order?

Next Step
Special Approval

Approver: Special
Dervish, Anne
Muthu, Shari
Rafferty, Ali
Test, Anne Dervish

Workflow

Show skipped steps

Draft

no value
Jacob Brumbach

Special Approval

Future

Accounts Payable Approval

Future

Level 1 Approval

Future

Finish

Future