VCU Procurement Services

VP Consent for Payments Over $2K

This form is required for Honoraria, Preceptors or Awards and Prizes that are greater than **$2,000**.

- A Purchase Order is not required, nor desired.
- A copy of this form must be attached to the RealSource One-Time Payment Request form for processing.
- This form must include a VP's signature (or comparable title).
- If a Preceptor payment, the Payee's signature must appear on the form, or a copy of the signed Preceptor contract must be attached to the One Time Payment Request form.
- If an Award or Prize, this form may only be used for random drawings or contests for students or non-employees. Other Awards or Prizes to students must be processed through Financial Aid.
- If an Honorarium, the payee may not be an employee or student, and the amount can not be set by the payee. Services vary but are generally oral presentations at university sponsored events and do not involve a contract or invoice.

For more information about each payment type, see Procurement Services website, **I Want To - Pay an Individual** at https://procurement.vcu.edu/i-want-to/pay-an-individual/.

Non-Resident Alien: YES ☐   NO ☐   If yes, see Global Education Office website at https://global.vcu.edu/students/immigration/ for detailed instructions and required forms prior to making any commitment to the above individual.

V Number: _____

Vendor Name: _____

Remit To Address:

Preceptor Signature:
(if applicable)

Signature	Printed Name	Date

Business Purpose:

Total Amount: _____ Index: _____ Acct.: _____

Requestor Signature:

Signature	Printed Name	Date

Authorized Approver Signature:

Signature	Printed Name	Date

VP Signature:
(Required for amounts exceeding $2,000)

Signature	Printed Name	Date

- **VCU issues a 1099-MISC form for cumulative payments of $600 or more in a calendar year.**
- **Payments that require special handling must be submitted to your business office 5 business days in advance of payment.**
- **Questions regarding these types of payments should be directed to Accounts Payable at (804)-828-1077 Option 1.**