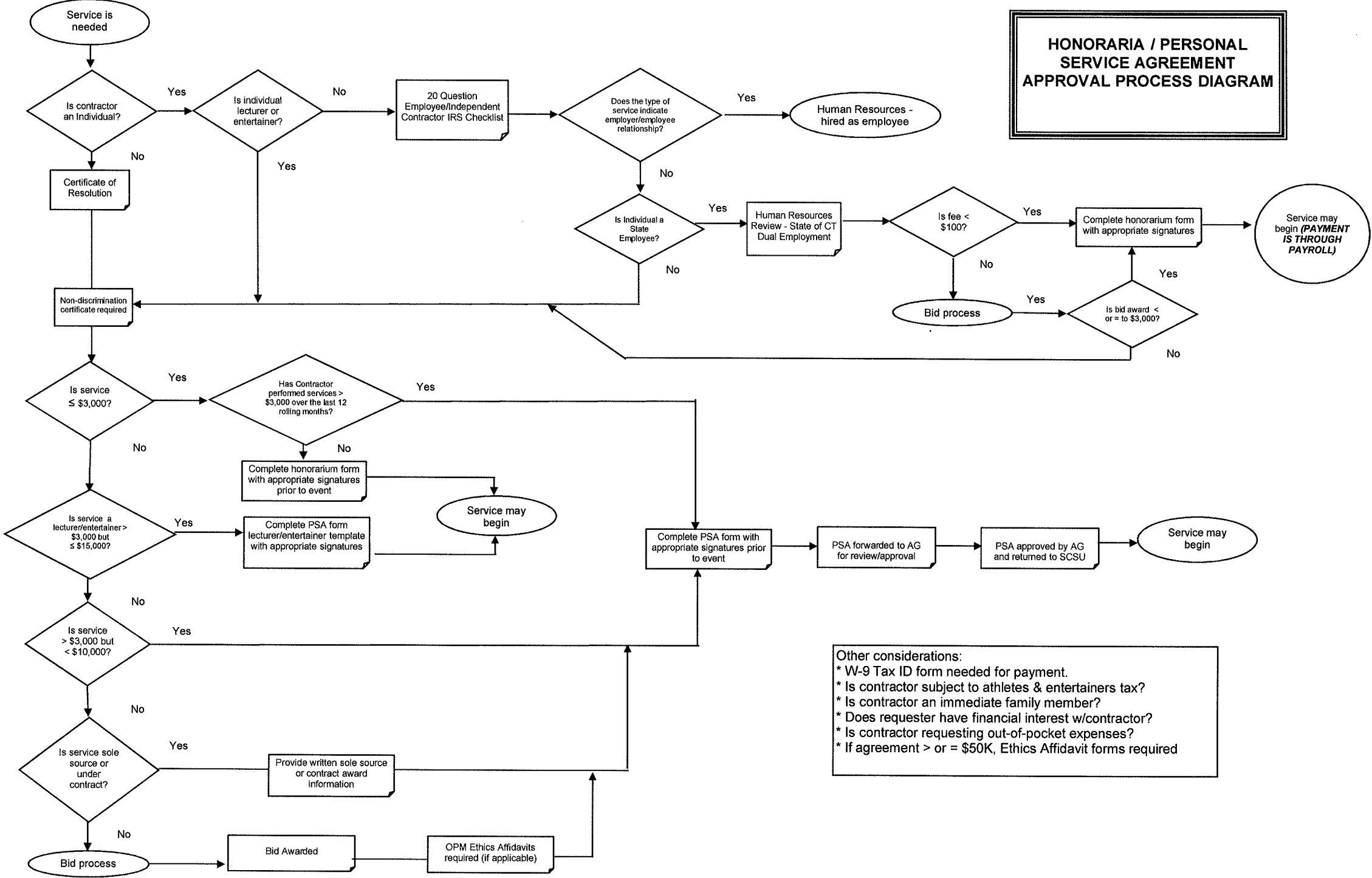


HONORARIA / PERSONAL SERVICE AGREEMENT APPROVAL PROCESS DIAGRAM



- Other considerations:**
- * W-9 Tax ID form needed for payment.
 - * Is contractor subject to athletes & entertainers tax?
 - * Is contractor an immediate family member?
 - * Does requester have financial interest w/contractor?
 - * Is contractor requesting out-of-pocket expenses?
 - * If agreement > or = \$50K, Ethics Affidavit forms required