



**California State University Channel Islands
Check Request Form**

348

To be used for transactions not requiring a purchase order, service agreement or travel & expense reimbursement

MAKE CHECK PAYABLE TO:

Name: Ana Maria Spagna _____

Address 1: PO Box 35 _____

Address 2: _____

City, State Zip: Stehekin, WA 98852 _____

Amount: \$ 400.00 _____

PeopleSoft Vendor ID: _____

Note: New vendors must complete a Form 204

Check Instructions:

- Mail to payee
- * Pick up at Cashier - Ext 3253
- Mail attachments with check – include copies

Description to appear on reports (30 characters)

Spagna Honorarium _____

*Check will only be held for 48 hours after notification before being mailed out.

TYPE OF PAYMENT:

- | | | |
|--|--|--|
| <input type="checkbox"/> Advertising | <input type="checkbox"/> Lodging (Camarillo area) ** | <input type="checkbox"/> Subscription/Periodical |
| <input type="checkbox"/> Art Model | <input type="checkbox"/> Membership/Dues | <input type="checkbox"/> Tax Remittance* |
| <input type="checkbox"/> Bank Fee* | <input type="checkbox"/> Parking | <input type="checkbox"/> Utility/Telephone |
| <input type="checkbox"/> Freight/Postage | <input type="checkbox"/> Payroll | <input checked="" type="checkbox"/> IRA Activity |
| <input checked="" type="checkbox"/> Honorarium/Speaker | <input type="checkbox"/> Permit/License | <input type="checkbox"/> Other- must be explained |
| <input type="checkbox"/> Interpreting/Note taking | <input type="checkbox"/> Registration/Conference | |

*Accounting Use Only

**Hampton Inn/Country Inn/Courtyard Marriott

DESCRIPTION AND/OR EXPLANATION OF PAYMENT:

Honorarium for Ana Maria Spagna, guest speaker for A Night of Creative Non-Fiction, an IRA sponsored activity. Offer letter and 204 form which was previously faxed to Procurement attached. IRA Proposal attached.

ACCOUNTING & APPROVAL:

Account	Fund	Dept ID*	Program	Class	Project/Grant**	Amount
613802	TK910	730	90299			\$400.00
Total						\$400.00

*Depts. 2xx,3xx,4xx,6xx,9xx require additional approval as designated by VP Finance & Admin.

Requestor: Mary Devins x3253 _____
Printed Name & Extension

Signature

4/1/10
Date

Approver: Dan Wakelee _____
Printed Name & Extension

Signature

4/1/10
Date

Approver: _____

March 3, 2010

Dear Ana Maria Spagna,

I am writing to invite you to perform a reading of your creative nonfiction for an event called "A Night of Creative Nonfiction" at California State University Channel Islands. The event will be held on Tuesday, April 20, from 7:00 - 10:00 PM in the Bell Tower, Room 1302. In compensation for your reading, CSUCI is offering you a \$400 honorarium.

Please let me know if you can perform at this event. Thank you.

Sincerely,

Sean Carswell