Payment Request Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Invoice for Refund or Honorarium Payment**

Please use this form for anHonorarium.

**HONORARIUM Payment:**

A payment (as a gift) to a professional person for services rendered, for which no fee is set.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Invoice#\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\*This number must be a unique number. If one is not provided, AP will use a standard naming convention for refunds (REFUND xxxxxx) and honorariums (HONOR xxxxxx), where xxxxxx=the payment request number assigned. Please note that any invoices without unique invoice numbers, assigned by the vendor, runs a risk for duplicate payment. This invoice number is what fills the invoice number field on the check stub. Note: The invoice number has a limit of 25 characters.**