

McFarland School District

Honorariums

Honorariums may be paid to professionals who have provided a benefit to McFarland School District Staff or Students.

Honorariums:

- May be a gift, such as a mug or sweatshirt from Spartan Headquarters.
or
- May be in a form of a gift card from vendors such as:
 - Barnes & Noble
 - McFarland House
 - Spartan Headquarters
 - Other McFarland Businesses
- Cannot be in the form of cash or check.
- Cannot be for more than \$100.
- Cannot be given to McFarland School District Staff.
- Candidate must not have knowledge of, or expect the honorarium.

Process for Honorarium payments:

1. Fill out Honorarium Request form and have your supervisor sign off.
2. Select vendor for honorarium.
3. Purchase gift card/certificate/product, with district credit card if possible.
4. Photocopy the gift card/certificate and attach the receipt to Honorarium Request.

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Honorarium Request

Name of Recipient: _____

Name of Event: _____

Date of Event: _____

Amount (not to exceed \$100): _____

Staff Member's Signature

Supervisor's Signature

Date

Date