



University of California  
San Francisco

Supply Chain Management

# Honorarium, Gift, Purchase Orders and Research Subject Payments

Webinar Learning Series

January 2021



# Agenda

- Purpose and goal
- Definitions of payment types
- Conditions and payment requirements
- Resources
- How to get help
- Q & A (Please type your questions in chat as we go)



# Purpose and Goal



## Purpose

- Provide knowledge to enable seamless payment processing by distinguishing between honorarium and other payment types

## Goal

- By end of webinar, you will be able to determine payment type to help expedite payment to external entities while complying with UC policies

## Who will benefit from this webinar

- Departmental staff that support our research enterprise and local community in payment process of honorarium, gifts, BearBuy purchase orders, and research subjects



# Definitions

## Honorarium

- A payment in recognition of an individual's special service or distinguished achievement where propriety precludes setting a fixed price

## Gift

- Moderately priced, non-cash gifts made on behalf of the University to non-employees, students or outside organizations

## Requisition/Purchase Order

- Purchasing goods and services from a supplier for a University business purpose

## Research Subject Payments

- Payments to individuals who volunteer to participate in a research study





# Honorarium Requirements

## Who do we pay?

- Individuals of scholarly or professional standing in conjunction with an academic activity, e.g., speaking engagement
- Payments are not made to companies, organizations, or partnerships

## Amount

- No set amount
- Amount can be negotiated but cannot be a set fee
- Paid in lieu of any other payment

## Other conditions

- Should not be recurring payments
- Not allowed to charge to federal funds
- For UCSF/UC employees, honorarium must be paid through Payroll



# Gift Requirements



## Who do we give gifts?

- To individual, student or organization

## Amount

- Promotional items < \$75 per individual
- Appreciation, recognition, incentive < \$600 per individual
- Sympathy < \$200 per individual
- Cost of gifts must be reasonable in relation to benefits

## Other conditions

- Benefits the University
- Furthers a University business purpose (documented in writing)
- Clearly is necessary to the University's fulfillment of its role as a good community citizen



# Purchase Order Requirements



## Who do we pay?

- Individuals or companies that SCM classifies as supplier, for goods or services purchased for a University business purpose

## Amount

- Any amount
- For purchases that include a pre-negotiated amount or fee for service
- Large-dollar purchases are subject to competitive bidding

## Other conditions

- Purchase Agreement or PO is subject to UC terms and conditions
- PO approved and created based on delegated purchasing authority
- Allowable under funding guidelines, within laws and UC policy



# Research Subject Payment Requirements



## Who do we pay?

- Individuals who participate in a research study

## Amount

- No hard and fast rules about how much subjects should be paid
- Subjects should be paid enough for their time, but not so much that their decision to volunteer in a study is influenced by the amount

## Other conditions

- Review guidelines and requirements from the Human Research Protection Program (HRPP) and UCSF Institutional Review Board (IRB) for your research study



# Resources

## Policy & Guidelines

- [Honoraria Payments Policy D-371-35](#)
- [Gifts Presented to Non-Employees on Behalf of the University G-42](#)
- [Purchases of Goods and Services BUS 43](#)
- [IRB Research Subject Payments](#)

## How to Procure or Pay

- Non-Employee Payments: BearBuy Payment Request Form: [Requesting an Honorarium Payment](#)
- BearBuy purchase orders or use Procurement Card (P-Card) to [purchase gift cards](#) or actual gift
- BearBuy purchase orders:  
[Procurement 101 Training](#)  
[BearBuy Training](#)
- BearBuy invoices submitted through Transcepta, [FAQ](#)
- Check: [Check Request Form](#), [SCM Paying Research Subjects](#)
- Cash: [Petty Cash Procedures](#)

*\*Supplier Registration uses Visual Compliance to perform Restricted Party Screening prior to setting up a supplier profile. If a supplier is debarred we do not create a supplier profile. This process helps to ensure that we are not doing business with restricted, denied or debarred entities in violation of U.S. Law.*



# How To Get Help

Connect with the SCM Response Team using the buttons on the **Need Help?** section of SCM's website: [supplychain.ucsf.edu](https://supplychain.ucsf.edu)

Contact the IT Service Desk for help on using the BearBuy System:

(415) 514-4100 (Option 2) or  
[appsupport@ucsf.edu](mailto:appsupport@ucsf.edu)

## Need Help?

Connect with the SCM Response Team. Submit a service ticket by choosing the appropriate option.

**UCSF COMMUNITY  
(FACULTY, STAFF &  
STUDENTS)**

**SUPPLIERS / EXTERNAL  
CUSTOMERS**

# Questions & Answers



Please type your questions in chat.

**Note:** If we cannot answer all questions during this webinar, we will email answers to all participants

