

Official Guest Request Form

Faculty Program Lead (Requestor)

Name: _____

Approver: _____

Proposed Compensation for Payee: _____

Community Speaker (Payee)

Organization/Individual: _____

Representative: _____

Email: _____

Phone Number: _____

Details: This form is used to request compensation for official guests or their organizations who agree to serve our students through lectures, presentations, activities, and hands-on exercises.

Important Notes:

- This form must be completed at least one month prior to the start of service.
- Payment is contingent upon the official guest (or their organization) being registered in CSUBUY Procure to Pay (P2P) at least 2 weeks prior to the service.
 - If the community member is not already registered, department staff will initiate the process once this form is completed, one month prior to the start of service.
- Individuals currently employed by California State University are not eligible for this payment.
- Unless otherwise arranged, payments made to organizations will be paid directly rather than to an individual.

In the space below, describe the purpose of this request. What service is the community member being asked to provide? How does this service benefit Cal Poly Humboldt?

Date: _____

Time: _____

Location: _____

Duration of Proposed Service: _____

Requisition/Purchase Order Number: _____

Additional Notes: