

# Guest Lecturer Form



**Accounts Payable** • School of Visual Arts  
340 East 24th Street, 1st Floor,  
New York, NY 10010-3994  
p 212-592-2236 • f 212-592-2241  
finance@sva.edu

Account Code 5251010

**FOR A/P USE ONLY**

Voucher #

Vendor ID #

**PLEASE COMPLETE ALL INFORMATION**

Date prepared

Return check to

Department Name

Department Code

Guest Lecturer's Name

Phone

Address

City

State

Zip

Lecturer's Social Security Number or Tax ID Number

Lecture Date

Fee

Lecture Date

Fee

Lecture Date

Fee

Grand Total Due

Instructor's Name

Course Title & Course Number

Lecturer's Signature

Department Approval

Finance Approval

Management Approval (if applicable)

**INSTRUCTIONS**

1. This form should be completed and typed in its entirety. Incomplete forms may cause a delay in processing
2. Upon completion of this form, please submit it to the Accounts Payable Department
3. Please note all payments to guest actors who are also current faculty members will be processed through payroll and should appear in their next monthly pay check
4. Checks will be mailed out unless otherwise indicated
5. If you have any questions regarding the completion of this form or any other procedures, please contact Accounts Payable at extension 2653
6. **This form must be submitted to the Accounts Payable Department within one week after the Guest Lecturer's service.**