



HCC Payment Memo

To: Accounts Payable Department - **Do not send without PO# included below**

From: _____

Date: _____

Subject: **Payment for: PO #** _____

Vendor/Individual/Consultant/Contractor Name: _____

Address: _____

City, State, ZIP Code: _____

For HCC Agreements for Services, HCC Professional Services Contracts, and other vendor contracts:

1. **If progress payments** are required, complete the following and email to hccaccountspayable@hccfl.edu as payment(s) become due during the contract:

This is to certify that the consultant/contractual services have been satisfactorily performed for the period of _____ through _____ and that payment of _____, made payable to the consultant/contractor named above, should be made in accordance with the terms and conditions of the agreement. I have reviewed and accepted contractor's performance as acceptable for payment. Additional payments are due.

Authorized Signature

Printed Name

Date

2. **Upon completion**, complete the following and email to hccaccountspayable@hccfl.edu:

This is to certify that the consultant/contractual services have been satisfactorily completed and that final payment of _____, made payable to the consultant/contractor named above, should be made in accordance with the terms and conditions of the agreement. This completes the contract.

Authorized Signature

Printed Name

Date

For performers and speakers who require a check onsite at the event and for all honorariums:

1. **Two (2) weeks prior to the event, complete the following and email to hccaccountspayable@hccfl.edu**

Amount: _____

Check one: ☐ Mail to Campus Bursar

☐ Pickup

2. **After the event, sign and email to hccaccountspayable@hccfl.edu:**

This is to certify that the services were satisfactorily performed and that the check was provided to the performer/individual after the event by

Authorized Signature

Printed Name

Date