



Office of the Dean
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**BARNHART AWARD EXPENDITURE PAYMENT INSTRUCTIONS
FOR EXTENSION OFFICES
FY 2017**

Please attach this form to all expenditure documents

Project Title: _____

Submitted By: _____

Total Award Amount: _____

County offices pay the initial cost(s) associated with the Barnhart Award, and will then be reimbursed. Copies of all expenditures are needed for reimbursement.

In keeping with UK regulations, expenditures must be completed by June 30 of the fiscal year for which the award was received or the funds will be forfeited.

For reimbursement of funds to counties, W-9 forms are not necessary. The W-9 form is needed when the Barnhart fund is used to directly pay a vendor instead of reimbursing the county for prior payment. Required documents for payment of charges from the Barnhart Fund are as follows:

Visiting Speaker (payment for services) or **Honorarium** (payment as if gift for services)

- [W-9](#) (first page only, for direct payment to speakers)
- [Independent Contractor and Client Form](#) (visiting speakers only)
- [Worker Status Evaluation Form](#)
- Copy of supporting documentation (invitation, event announcement, etc.)

Vendors (supplies; includes reimbursement to employees for pre-payment)

- [W-9](#) (for direct payment to vendors, only)
- Receipt(s)
- Copy of supporting documentation

Please submit all necessary documentation to Tina Ward, attached to email (tina.ward@uky.edu), or in U.S. or campus mail to:

Tina Ward
College of Agriculture, Food and Environment
N106B Ag N
Lexington, KY 40546-0091

If you have questions regarding your award expenditures, please contact:

- Tina Ward, 859- 257-0132, tina.ward@uky.edu (for extension offices)
- Megan Lucy, 859-257-7249, megan.lucy@uky.edu (for general questions)