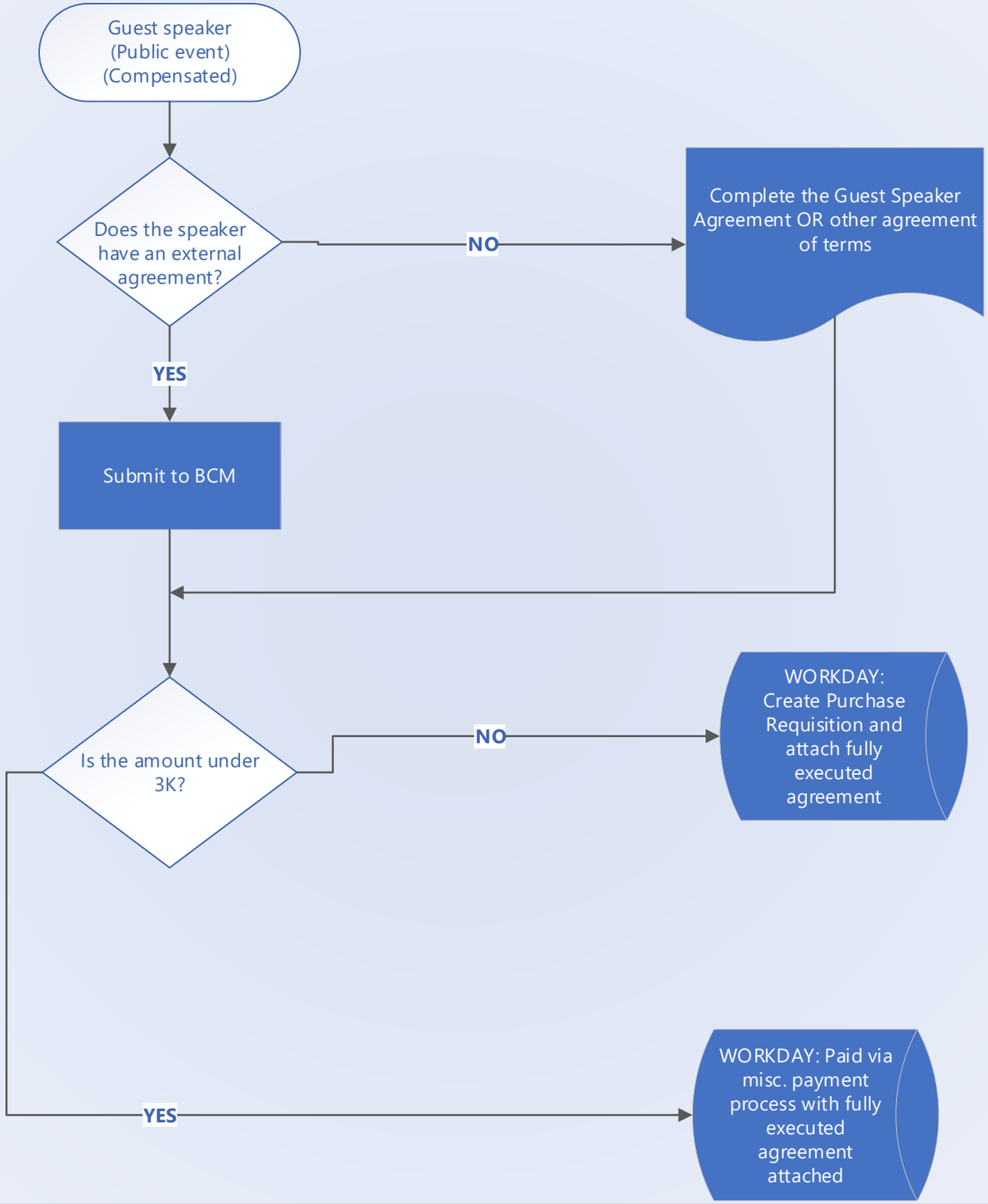
Guest speaker
(Public event)
(Compensated)
Does the speaker have an external agreement?
NO
Complete the Guest Speaker Agreement OR other agreement of terms
YES
Submit to BCM
Is the amount under 3K?
NO
WORKDAY: Create Purchase Requisition and attach fully executed agreement
YES
WORKDAY: Paid via misc. payment process with fully executed agreement attached