

Student Organizations Office
Instructions on Completing a University Contract

August 3, 2006

Important note on funding

In order for the designated CSU staff representative to sign a University contract, all monies must be available in the student organization's account. If ASCSU funding is to be used, it must already be secured before starting this process. This means that all co-sponsorship and self-generated funds necessary to pay the honorarium are required to be in the account before processing. No ticket sales, entry fees, income projections, etc. that are anticipated from the event may be included in calculating the account balance.

Timelines

It is imperative to begin the contracting process early! Events may be cancelled by the Student Organizations office if contracts are not signed in a timely manner.

On contract amounts under \$5,000.00, the completed contract, signed by the speaker/performer, should be submitted to the Student Organization office for approval at least three weeks prior to the event. A request for financial document should be attached. Any contracts of \$5,000.00 or more, along with required paperwork such as insurance, must be routed through the Purchasing Department, so those must be turned in at least five weeks prior to the event. (The Student Organizations office will route these to Purchasing.)

Insurance Waiving

The Student Organizations office has a required Event Planning Form to aid in determining whether insurance will be required for events. This can be obtained from a facility scheduling office at CSU or on our website, www.sc.colostate.edu/studentorg. This needs to be completed and submitted to the Student Organization office. If for some reason a speaker/performer cannot provide the required insurance, waivers must be obtained from the University's Risk Management Department. Contact the Student Organizations office for instructions regarding waivers. This process also involves additional time.

Insurance requirements

If your speaker/performer is required to provide insurance, the certificates of insurance, listing CSU as an additional insured (see requirements on website), must be attached to the contract for your speaker. Please see Insurance Requirements in order to obtain the exact wording needed on certificates of insurance.

Before completing a contract, you must know the correct spelling of the speaker/ performer's name, their address and contact information, and their social security number. If you will be paying a business or agent, you will need their Federal Tax ID number.

Directions on how to correctly complete a contract online:

1) Go to the Student Organization website: www.sc.colostate.edu/studentorg.

2) Click on Online Contract and the Contract Manager's website will come up.

Scroll down to # 4-3 and click on Performance Event Contract. This is the only contract we can use. (Note: This contract is subject to change at any time by the Contract Manager, so it is very important to always use the most recent version, which will be linked to our website.)

- 3) The date the contract is being created is the first item to enter. The tab button will take you from space to space when filling in the contract.
- 4) Next, list the name of the designated student and organization that is bringing the speaker/performer to campus and their contact information.
- 5) Under Performer, list the name of the speaker/performer and the address, social security number and contact information. If a business or agent is to be paid, a taxpayer ID number must be entered instead of a social security number.
- 6) Place of Performance: (Example: Lory Student Center Theater, etc.). Please be specific.
Date(s): Beginning on (Example: September 24, 2006 and ending on September 24, 2006). Be sure to include the year.
Set up and ready to perform at (time): (Example, 6 p.m.). Be sure to include a.m. or p.m.
Time of engagement: From _____ to _____. (Example: 7 p.m. to 9 p.m.)
Type of engagement: (Example: speaker, concert, comedy performance, etc.)
- 7) Terms: Enter the total dollar amount that you will be paying to the speaker/performer. (This must include all honorarium, airfare, ground transportation, meals and lodging cost.)
Check to be made payable to: (Individual's or business's name)
Enter the social Security/Federal Tax ID # for the payee.
- 8) If additional exhibits are needed (any terms or conditions not addressed in the contract), tab to 11, type in Exhibit A, etc.
Type up an Exhibit A, if necessary, and attach to contract.
- 9) On page 2, type in the name of the payee and social security/taxpayer ID number.
- 10) Bring the completed contract to Laura Fagan at the Student Organizations office for review.
- 11) After approval, the contract can then be mailed or faxed to your speaker/performer.

The speaker signs under Signature of Authorized Officer, dates the contract, and prints his/her name and title. Any additional exhibit must be initialed on the bottom right hand side of the page.
- 12) The speaker/performer then returns the contract to the student group after signing – faxed copies are acceptable if legible.
- 13) Bring the approved and signed contract, along with a Request for Financial Document form with two authorized signatures (located on the Student Organizations website), to the Student Organizations Office. We will route the contract for the authorized CSU representative's signature and process for payment.

Note: No wording may be crossed out or changed on the contract. Any items that need to be changed will be addressed on exhibits to be attached to the contract.