

## **Contracts**

**What are Contracts?** Most common student organization contractual events include: selling things like tee shirts; having speakers or performers come to campus; renting a bus, or a room, or a hall.

**Where to Go for Help with Contracts?** As noted in the University Student Rules, a recognized student organization is to work through its advisor and the Department of Student Activities prior to executing a contract. Minimally, this review should take two weeks, so plan accordingly. It is important that you seek this help **BEFORE YOU SIGN THE CONTRACT**. If you wait until after you sign the contract, you may have created problems for yourself and your organization.

The contract should be submitted for review to the Department of Student Activities prior to execution. This allows for the university to assure your organization is able to meet the contractual obligations and to ensure no obligations are being made in the name of the university. Once you sign a contract it becomes very difficult to change provisions of the contract. Do it right the first time.

**Processing Payments for Contracts.** Complete the SOFC Check Request Form. Backup documentation should include:

1. The signed contract
2. Written documentation from either Risk Management Contract Review, or from the organization's advisor, stating that they have completed the review and are approving the document for payment
3. Completed IRS Form W-9 from the person or company providing the service.
  - a. If the payment is to a foreign individual, then additional IRS information will be required. Please contact the SOFC for this information.

To ensure that your payment is processed within the contract's agreed time frame, please submit your check request, and above back-up documentation, at least 4 weeks prior to the event