

HAMPSHIRE COLLEGE STUDENT GOVERNMENT

CONTRACT REQUEST FORM

Contract Request Forms MUST be submitted to Carolyn Koske Strycharz in Campus Leadership & Activities a minimum of 10 business days prior to the date of the event.

Legal Name / Business Name _____ Date of Event: _____

Legal/Home Address: _____

Only if different from the Legal Address.

Mailing Address: _____

_____ Zip _____

_____ Zip _____

Contact Phone #: _____

Contact Email: _____

Please provide one: Social Security Number _____

Employer ID Number _____

Total Amount Being Paid: \$ _____

Detailed Explanation of Payment Required: Include Name & Date of Event, Description of Services Provided, and Breakdown of Payment (i.e. Honorarium, Travel Expenses, Food Cost for Performer, etc):

- Forms with missing information will NOT be processed and will be returned to group mailbox.
- Original travel documents and receipts MUST be attached for all travel expense reimbursements.

SIGNER AUTHORIZATION

Signature: _____ Print Name: _____ Email: _____

Signature: _____ Print Name: _____ Email: _____

Student Group Name: _____ Student Group Account Charged: _____

Submit form and all supporting documentation to Carolyn Koske Strycharz in Campus Leadership & Activities.

Approved by: _____

Pam Tinto, Associate Dean of Students _____ Date

FOR CLA USE ONLY

PR No. _____

PO No. _____

Accepted: Y / N Date: _____

Instructions for the Contract Request Form

Contracts are generated based on the submission of a Contract Request Form by a student group. **All Contract Request Forms must be submitted at least 10 business days before the date of the event.** A Contract Request Form may be submitted before funding is approved for the event, as long as an Event Registration Form has been submitted and approved for the event.

This form must be completely filled out in order to have a contract created accurately. The form minimally must have the following information filled in:

1. Legal name of the vendor. The stage name, group name, alias, etc. may be included in addition to the legal name.
2. The date should be the date of the event or performance.
3. Vendor's current legal street address and phone number, as well as the current mailing address. The former should be the same as what is given on the vendor's W9.
4. **A valid email address. All contracts and W9s are sent via email.**
5. The total amount the vendor is being paid. When necessary this should be broken down into the honorarium, food/travel, etc.
6. A brief description of the service provided by the vendor, including the title of the event as submitted on the Event Registration Form and the date on which the event or services occurred.
7. Two signers must authorize all contract requests.
8. The student group name and account number must also be provided.

Please turn in all completed Contract Request Forms to Carolyn Koske Strycharz, Assistant Director for Campus Leadership & Activities in CLA.

It is the responsibility of the vendor to print the contract and W9, sign them and return them to the CLA in a timely fashion. Payment cannot be made without a completed and signed contract. Original signatures are required.