

HAMPSHIRE STUDENT UNION

CONTRACT REQUEST FORM

This form is used whenever an outside vendor is coming to campus to provide services.

PERSONAL INFORMATION (Who is being paid)

Legal Name of Individual or Organization: _____

Legal Address: _____

Contact Email: _____ Contact Phone: _____

Is this person a U.S. Citizen (if individual): YES NO

PAYMENT INFORMATION (All inclusive honorariums are always preferred)

Total Amount Being Paid As Honorarium: \$ _____

Does This Honorarium Include (check all that apply): Hotel Arrangements
 Travel Costs (Mileage Costs, Plane, Train, or Bus Ticket, etc.)

If Not All Inclusive, Please Check What Needs to be Purchased Separately (check all that apply):
A separate Purchasing (PCard) Form will need to be filled out for each of these additional purchases.

Hotel Arrangements Plane Ticket Train Ticket Bus Ticket

EVENT INFORMATION

Event Name: _____

Event Date: _____ Event Location: _____

Description of Services Being Provided (i.e. Musical Performance, Lecture, Workshop, Film Screening):

SIGNER AUTHORIZATION

Print Name: _____ Signature: _____ Email: _____

Print Name: _____ Signature: _____ Email: _____

Student Group Name: _____ Account Number: _____

Approved By: _____ Date: _____

Assistant/Associate Dean of Students

CLA USE ONLY:

PO NUMBER: _____

ACCEPTED: YES / NO DATE: _____

Funding Approved: Yes / No

Date Contract Emailed: _____