Completing a Contract Information Form

Please verify the need for a contract. Listed at the top of the form are two categories for contracts. Please make sure your request fits one of the sections. This form must be submitted 10 school days prior to the event for regular payment and 15 days prior for day-of-event payment. A flyer with the SGA logo advertising the event must be attached. COGS funded organizations must attach a flyer with the SGA and COGS logos.

Step 1: Budget Category: If this request falls under expense, please attach an itemized quote or list of the purchase.

Step 2: Organization Information: Include the organization name, individual initiating the request or event chairperson. Please include a legible telephone number and e-mail address in case of any changes or questions. If your organization has an e-mail address please submit it for contact. The Budget/Department number will be given upon completion of your certification training. However SGA Accounting/COGS will have your number on file.

Step 3: Contract Payee/Company Information: The contract payee is the company or person being paid. List the name of the company/person to be paid who will be providing the services and include the following: complete address, telephone number, e-mail address and federal employee tax ID or social security number. We must have all of the information requested to contact the payee for signature of the contract.

Step 4: Event Information: List the event, an estimate of people to attend, event location and date. When listing the time include the following: Load Time: this is for audio or visual equipment to be set up for performers and entertainers. Sound Check Time: this is the time scheduled for performers or entertainers to check the equipment for performance. Start Time: The event will begin at the time listed. End Time: The event will end at this time. Please list the forms of advertisement for the event which includes flyers, banners, internet, etc. Always select whether the event is free and open to all FSU students. If there is a charge for the event we must know the amount. The Event Chairperson will be held responsible for a report of funds raised. All funds generated equal to the amount of A&S funds will have to be deposited into you’re A&S Account to offset the cost of the event. A Special Event Permit form must be completed at www.union.fsu.edu/eventplanning 15 school days prior to the event.

Step 5: Performer Information: Please list the performer(s)’ name, type of service to be rendered, company contact, phone number and total cost to be paid. NOTE: If the cost exceeds $2,000 Senate approval is required via resolution! Select the required payment time. A justification must be submitted if day-of-show payment is required. If the artist/agency/company will provide a contract, attach it for processing. Students are not authorized to sign the contracts provided by payees.

Step 6: Signatures and Dates: If the contract exceeds $1,000, the organization advisor must sign. Two individuals authorized to sign the organization’s paperwork must be listed with dates and upon completion of request review, date/time stamp and submit the paperwork to the SGA or COGS office for processing.