Steps

1. Identify the category of provider
2. Complete the appropriate documentation
3. Facilitate payment
**Speaker, Artist, Performer Agreement**

**Contract Required**

**Insurance Requirements**

**Payment Documentation Requirements**

- **Speaker, Artist, Performer maintains insurance**
  - Required in SAP agreement
  - If waiver or revision of insurance is approved by Risk, department is financially responsible if claim or dispute arises

- **Speaker, Artist, Performer Agreement**

- **Non-PO Supplier Invoice in Workday**

- **Approval to Pay Without a Speaker, Artist, Performer Agreement form**

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*Additional Foreign Supplier documentation*

- If any part of the fee occurred in the U.S., attach the Alien Data Collection form (and any attachments that are indicated on that form for the SAP’s visa status) and their I-94.
- If all services occurred outside of the U.S., attach proof of the location of the services - the conference brochure, agenda, etc.
Service Provider

- **Contract Required**
  - Purchase Order

- **Insurance Requirements**
  - Service Provider maintains insurance
  - Required in Purchase Order Terms and Conditions
  - If waiver or revision to insurance is approved by Risk, department is financially responsible if claim or dispute arises

- **Payment Documentation Requirements**
  - Supplier Invoice

*Additional Foreign Supplier documentation*

- If any part of the fee occurred in the U.S., attach the Alien Data Collection form (and any attachments that are indicated on that form for the SAP’s visa status) and their I-94.
- If all services occurred outside of the U.S., attach proof of the location of the services - the conference brochure, agenda, etc.