



Pay without a speaker, artist or performer agreement

All engagements of a speaker, artist or performer require a Speaker, Artist, Performer agreement, regardless of the dollar amount. Both parties should sign the agreement before the event occurs to ensure the terms and conditions of the engagement are in place at the time of the event. A purchase order cannot be issued to a speaker, artist or performer.

If the contract was not completed before the event, the following information and approvals are required to issue payment. Once completed, this form should be attached to the supplier invoice request in Workday.

Requesting unit: _____

Speaker, artist or performer's name: _____

Remit to address:

_____ Street

_____ City State Postal code Country

Event title and date: _____

Public purpose

Amount due: _____

Provider signature

_____ Signature Date

_____ Printed name

The provider's acknowledgment via email is acceptable in place of the signature.



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Describe the circumstances or need that precluded the normal procurement processes:

Sign and obtain the approvals below. Attach the completed form and copies of all correspondence, contracts, etc., related to this purchase.

Department requester: _____

Comments: _____

| | | |
|-----------|--------------|------|
| Signature | Printed name | Date |
|-----------|--------------|------|

Department director approval: _____

Comments: _____

| | | |
|-----------|--------------|------|
| Signature | Printed name | Date |
|-----------|--------------|------|

Dean or vice president approval: _____

Comments: _____

| | | |
|-----------|--------------|------|
| Signature | Printed name | Date |
|-----------|--------------|------|