



Pay without a speaker, artist, performer agreement approval

All engagements of a speaker, performer, or artist require a **speaker, artist, performer agreement**, regardless of the dollar amount. The agreement should be signed by both parties before the event occurs, to ensure 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.

In the event 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 FMS.

Requesting unit: _____

Speaker, artist, or performer name: _____

Remit to address:

Street

City, State Postal code

Country

Event title and date: _____

Public purpose: _____

Amount due: \$ _____

Provider signature:

Signature Date: _____

Print name

Provider acknowledgement (e.g. email) is acceptable in place of the signature.

Describe the circumstances or need that precluded 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 requestor:

Comments:

Signature

Date: _____

Print name

Department director approval:

Comments:

Signature

Date approved as of: _____

Print name

Dean or Vice President approval:

Comments:

Signature

Date approved as of: _____

Print name