



**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:

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

Department requester: \_\_\_\_\_

Comments: \_\_\_\_\_

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Signature	Printed name	Date
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Department director approval: \_\_\_\_\_

Comments: \_\_\_\_\_

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Signature	Printed name	Date
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Dean or vice president approval: \_\_\_\_\_

Comments: \_\_\_\_\_

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Signature	Printed name	Date
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