

## Steps



# Speaker, Artist, Performer

## Contract Required

Speaker, Artist, Performer Agreement



## Insurance 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



## Payment Documentation Requirements\*

Speaker, Artist, Performer Agreement

Non-PO Supplier Invoice in Workday

If after the fact:  
Approval to Pay Without a Speaker, Artist, Performer Agreement form

### \*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.