

How to Process Contracts

All contracts for club and organization events should be started by first contacting Ed Kim (edkim@stthomas.edu) in Campus Life. Your club members should NOT sign contracts for any events. Contract requirements can vary depending on the nature of your event and the details of the agreement, so please check in with Campus Life as soon as possible. Because contracts take time to develop and execute, it is best to plan for at least 2-3 weeks in advance for the contracting process.

After you've received directions from Campus Life regarding the contract(s) for your event, you can then send the agreement to the artist/performer/speaker for their signature. Contracts for club and organization events must be submitted directly to Campus Life by email (campuslife@stthomas.edu) or fax (651-962-6152, ATTN: Ed Kim). Once fully executed (signed by both parties), a completed copy will be returned to you.

****FURTHER ACTION REQUIRED****

After you've received the completed copy with both signatures, you will need to do the following to process payment:

- You will be paying the speaker/performer as an [Independent Contractor](#). They will need to fill out and sign the UST [W9 form](#), and your club will need to fill out the [Independent Contractor Checklist](#) and the [Independent Contractor Payment Request Form](#). Please note, the Checklist and Payment Request Form are *internal* documents, and should not be shared with the speaker/performer.
- Your advisor will need to sign the [Independent Contractor Payment Request Form](#) approving the payment.
- You will turn in all four documents, including the completed contract, into [Accounts Payable](#) (AQU 302). Please note, the University's standard practice for payments is Net30, which means the check will be issued within 30 days of the event.
 - Copy of the fully executed contract (signed by both parties)
 - [W9 Form](#)
 - [Independent Contract Checklist](#)
 - [Independent Contractor Payment Request Form](#)

*****IMPORTANT:** Please open the above links in Internet Explorer. There are unique file numbers generated on each form when you open it in a browser, and for will not work properly in Firefox, Chrome or Safari.