



# Contract Information Sheet

## CONTRACT POLICY

- If your student organization is hosting a program with a vendor/performer, then a contract must be completed through the Office for the Student Experience. This process must be completed **before** advertising for the event.
- Allow at *least* six to eight weeks for the contract to be processed.
- Student organization representatives are not permitted to sign contracts as they are not legal representatives of the University. **Do not sign any contracts. Submit all contracts to your Staff Advisor or [orghelp@gwu.edu](mailto:orghelp@gwu.edu) for review.**
- Some vendors/speakers/performers have their own contracts that they use. If they do, obtain that in addition to filing out this form.
- There is **no pre-payment of contracts** (i.e. no deposits), no cash payments, and payment to vendors/speakers/performers will occur **after** the day of the event.
- Contracts are formal and binding agreements. Make sure that you are familiar with all that is included in every contract your student organization arranges.

## CONTRACT PROCESS

1. Fill out this form (Contract Information Sheet) – don't leave any information blank
2. Send the form to your organization's assigned staff advisor or to the Staff Advisor Team at [orghelp@gwu.edu](mailto:orghelp@gwu.edu). If your vendor also provided a contract, send that along as well.
3. Your advisor will draft the formal contract, send it to your vendor for signature, then acquire the GW signature. When fully signed, your advisor will share the final contract with you.
4. Submit a spending request in Engage to remit the payment for your contract. Make sure to check whether payment will be via credit card or check to vendor and work with your advisor to ensure you have the necessary information. Upload the signed contract as part of your request.

## PAYMENT INFORMATION

- Payment on a contract will take 6-8 weeks from the time it is submitted in Engage (if a check – credit card payment can be remitted within 1-2 days of submission in Engage)
- Payment on a contract will not be made without an Engage request



CONTRACT INFORMATION SHEET

Name under which contractor operates: \_\_\_\_\_

Contractor address: \_\_\_\_\_

Contractor contact person: \_\_\_\_\_

Contractor's phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

GW Sponsoring organizations: \_\_\_\_\_

Organization's contact person: \_\_\_\_\_

Organization Contact's phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Description of services to be provided by contractor: \_\_\_\_\_

TOTAL price agreed upon: \_\_\_\_\_

Date(s) & time(s) of services: \_\_\_\_\_

Performance location: \_\_\_\_\_

Cost of tickets: \_\_\_\_\_

Date of payment to be made: \_\_\_\_\_

Additional Agreement provisions (setup and/or rehearsal time, sound check, volunteers needed, special room setup, etc)

Payment to be made in the name of: \_\_\_\_\_

Address for payment: \_\_\_\_\_

Account to take money from:	SA Budget	Campus Rec
	Revenue	Departmental