

CONTRACTS/INVOICES & FINANCIAL FORMS – FOR VENDORS

HERE IS THE BREAKDOWN OF WHAT WILL BE NEEDED FOR **NEW** PERFORMERS/SPEAKERS/VENDORS BEING PAID BY **CHECK**:
THEY HAVE **NEVER** PROVIDED OR BEEN PAID FOR SERVICES AT PITZER OR THE 5CS.

1. Contract or Invoice with the following:
 - Who is providing the services?
 - i. Who is the check going to be made out to?
 - ii. What is their mailing address?
 - What services are being provided?
 - When are the services being provided?
 - i. What day and time?
 - Where are the services being provided?
 - Why are the services being provided?
 - How much money has been agreed upon for the services?
2. Have the new performer/speaker/vendor complete a W9 Form and turn it into you.
 - You only need the first page of the W9.
3. You will then complete the New Vendor Set-Up Form.
 - You'll need to copy the information provided from the W9 form in order to fill out certain sections of this form.
4. You will then complete an RFC Form.
 - Again, you'll need to copy the information provided from the W9 form in order to fill out certain sections of this form.
 - You should select the "Vendor ID" button and write in, "New Vendor."
 - In the "Mail To" section, write in the mailing address from W9.
 - In the "Business Purpose" section, you should write, "Your Club Name – then add in what the services are."
 - In the "Prepared By" section, you should put your name and your phone number.
 - In the "Print Name" section, you should write, "Chris H. Brunelle."
 - Please leave the "Commodity Code," "Invoice Number," & "Invoice Date" sections blank. – We'll fill them in as needed.
 - In the "Amount" section, you should write in the agreed upon amount of money from the contract or invoice.
 - In the "Description" section, you'll need to be brief and abbreviate if needed.
 - In the "Fund" & "Unit" & "Object" sections, you should write in your club account number.
 - i. Please use one line per account number.
 - If the performer/speaker/vendor wants to get paid at the time of their services, you will need to check and then highlight the, "Treasurer's Office Pick Up" box in the upper right-hand corner of the RFC; once it's printed.
 - i. Then when the check is cut, we will be notified to pick up the check from our Treasurer's Office.
5. You will then need to print out your club minutes which support the expense of the performer/speaker/vendor.
6. Please print and submit the forms to the Senate Treasurer in the following way:
 - Staple the New Vendor Set-Up Form on top of the W9 Form.
 - Staple your Club minutes, Contract or Invoice and RFC together in the following order:
 - i. RFC on top, Contract or Invoice in the middle and Club minutes on the bottom.
 - Then paperclip the New Vendor Set-Up Form/W9 packet on top of the RFC/Contract or Invoice/Club minutes.
7. Please be sure to make a photo copy of all forms for your records and track it all in your club's binder.

CONTRACTS/INVOICES & FINANCIAL FORMS – FOR VENDORS

HERE IS THE BREAKDOWN OF WHAT WILL BE NEEDED FOR **RETURNING** PERFORMERS/SPEAKERS/VENDORS BEING PAID BY **CHECK**:
THEY **HAVE** PROVIDED AND/OR BEEN PAID FOR SERVICES AT PITZER OR THE 5CS IN THE PAST.

1. Contract or Invoice with the following:
 - Who is providing the services?
 - i. Who is the check going to be made out to?
 - ii. What is their mailing address?
 - What services are being provided?
 - When are the services being provided?
 - i. What day and time?
 - Where are the services being provided?
 - Why are the services being provided?
 - How much money has been agreed upon for the services?
2. You will then complete an RFC Form.
 - Again, you'll need to copy the information provided from the W9 form in order to fill out certain sections of this form.
 - You should select the "Vendor ID" button and write in, "New Vendor."
 - In the "Mail To" section, write in mailing address where the check will be sent.
 - In the "Business Purpose" section, you should write, "Your Club Name – then add in what the services are."
 - In the "Prepared By" section, you should put your name and your phone number.
 - In the "Print Name" section, you should write, "Chris H. Brunelle."
 - Please leave the "Commodity Code," "Invoice Number," & "Invoice Date" sections blank. – We'll fill them in as needed.
 - In the "Amount" section, you should write in the agreed upon amount of money from the contract or invoice.
 - In the "Description" section, you'll need to be brief and abbreviate if needed.
 - In the "Fund" & "Unit" & "Object" sections, you should write in your club account number.
 - i. Please use one line per account number.
 - If the performer/speaker/vendor wants to get paid at the time of their services, you will need to check and then highlight the, "Treasurer's Office Pick Up" box in the upper right-hand corner of the RFC; once it's printed.
 - i. Then when the check is cut, we will be notified to pick up the check from our Treasurer's Office.
3. You will then need to print out your club minutes which support the expense of the performer/speaker/vendor.
4. Please print and submit the forms to the Senate Treasurer in the following way:
 - Staple your Club minutes, Contract or Invoice and RFC together in the following order:
 - i. RFC on top, Contract or Invoice in the middle and Club minutes on the bottom.
5. Please be sure to make a photo copy of all forms for your records and track it all in your club's binder.

CONTRACTS/INVOICES & FINANCIAL FORMS – FOR VENDORS

HERE IS THE BREAKDOWN OF WHAT WILL BE NEEDED FOR PERFORMERS/SPEAKERS/VENDORS BEING PAID BY **CREDIT CARD**:
DOESN'T MATTER IF THEY **HAVE** OR **HAVEN'T** PROVIDED AND/OR BEEN PAID FOR SERVICES AT PITZER OR THE 5CS IN THE PAST.

1. Contract or Invoice with the following:
 - Who is providing the services?
 - i. Who is the payment going to?
 - ii. What is their mailing address?
 - What services are being provided?
 - When are the services being provided?
 - i. What day and time?
 - Where are the services being provided?
 - Why are the services being provided?
 - How much money has been agreed upon for the services?
 - If this information is online, please contact Chris Brunelle, Assistant Dean of Students.
2. You will then print and submit the Contract or Invoice to Chris Brunelle, Assistant Dean of Students.
3. You will then need to print out your club minutes which support the expense of the performer/speaker/vendor before the payment will be made.
4. Please print and submit the forms to the Senate Treasurer in the following way:
 - Staple your Club minutes and Contract or Invoice together in the following order:
 - i. RFC on top and Contract or Invoice on the bottom.
 - ii. Mark "Paid by credit card" somewhere on the Contract or Invoice
5. Please be sure to make a photo copy of all forms for your records and track it all in your club's binder.