|  |
| --- |
| Contractual Agreement for Venue /Lodging/Catering Checklist |
| **DO NOT sign anything on behalf of University! Notify Business Services preferably as far in advance as possible, such agreements can take from to 6-8 weeks for processing- Remember You cannot negotiate on behalf of the University** |
| **Requestor Responsible for the following:** |
| Obtain Vendor Address |
| Vendor Estimate (email, website, etc.) |
| Obtain Contact information (Phone number, Email, Fax) |
| Have you used this Vendor in the past? If Yes, When (if recent this may cut down processing time with Vendor desk) |
| What is the business purpose- how will this benefit the University (Research) |
| Account number information |
| Obtain Account Manager Approval If serving Alcohol inform account manager |
| Dates start to finish |
| Discuss in full detail with venue your needs- obtain contract from the venue which you will submit to Business Services |
| Include any announcements of the event, agenda, key note speakers, invites, etc. |
| **Business Services Responsible for the following:** |
| **Business Services receives request -** |
| **Business Services reviews to make sure all information is included-will call requestor if more information is needed** |
| **Business Services to Obtain Account Manager Approval if not obtained by requestor** |
| **Within 48 hours check to see if Vendor is in the system and if not create Vendor request** |
| **Request W-9- or W-8 if Foreign, once received upload or provide vendor with information to upload- wait**  **time normally 4-5 business days for a response. If already a vendor it will reduce processing time** |
| **Vendor Desk turn around ranges 5-6 days depending if more information is needed or if request is denied** |
| **Email received vendor has been created (Vendor #: )** |
| **Business Services enters all information along with all supporting docs and submits request** |
| **Routes to Chair and or CAO for approval allow 3-5 business days, if returned by CAO or Chair allow 5-7 business days** |
| **Routes thru to Contract Services** |
| **Allow 3-6 weeks for processing if all approvals are in order and not returned to Business Services. If returned**  **Business Services will resubmit with corrections. Allow additional 10 days for complete approval** |
| **Once approved Business Services is notified and Vendor is notified no work can start until Requestor has a copy of**  **approved agreement** |