

Contract Check List	Check
<b>PLEASE PLAN AHEAD AND LET US HELP YOU SO YOUR EVENT WILL RUN SMOOTHLY</b>	
<b>Standard Contract</b>	
Use if vendor does not have their own contract	
Signatures: Vendor, SAA Senior Director and SAA	
Executive Director (no one else can sign)	
<b>W-9</b>	
A new W-9 must be completed each calendar year	
<b>Certificate of Insurance</b>	
A copy of the vendors liability insurance certificate must also be provided. All vendors	
that are incorporated must carry insurance, so they should be able to provide a COI.	
All COI's must list SAA, ESU and PASSHE as the additionally insured certificate holder.	
Vendors that are not incorporated still might carry insurance, but if they don't they	
must then initial the insurance clause on the contract.	
<b>Contract Rider</b>	
Only needed if Vendor has their own contract	
Signatures: Vendor, SAA Senior Director and SAA	
Executive Director (no one else can sign)	
<b>Catering Waiver Form</b>	
Outside vendors must be approved by the Director of Aramark.	
Health certificates will be required.	
This form is also required for fundraisers even if the food is homemade or picked	
up from a vendor.	
<b>Vouchers</b>	
Vouchers must be submitted with each contract for	
payment. Be sure that funds are available before the voucher is submitted.	
Vouchers must be signed by Club Officer and Advisor.(Club Sports must also be signed	
by Stephen Lynam and Multicultural Clubs must also be signed by Lurine Allotey.	
<b>ALL ABOVE MENTIONED FORMS MUST BE SUBMITTED</b>	
<b>TWO WEEKS PRIOR TO EVENT.</b>	