SGA of University of Connecticut Stamford Campus

Contract Request and Information Form

* *Contracts require 6 weeks to complete, please submit this form with as much advance notice as possible to reduce any delays in the process. They must be submitted to Storrs campus for final approval 30 days prior to the event.*
* *Be Warned: The SGA CFO does not have to sign any contracts that are submitted late. If that happens, you will be help personally responsible for the contract.*
* *Please include a resume for the performer when available.*
* *If you have questions about this, please contact the SGA CFO or the Student Activities Coordinator for assistance.*
* *This is just the first step in the contract process. Please allow ample time to complete this process!*
1. **General Information**

Sponsoring Organization: **Click here to enter text.**

Program/Event Title: **Click here to enter text.**

Date/Time of Event: **Click here to enter text.**

Location of Event: **Click here to enter text.**

1. **Contract Information:**

Name of contractor? (i.e., the name of the person to whom check should be made payable)

**Click here to enter text.**

What is the amount of payment?

**Click here to enter text.**

Describe, in detail, the kind of service to be provided by the Contractor.

**Click here to enter text.**

1. **Attach a completed W-9 form to this sheet.** *If a W-9 is not available, please include the name/address/phone/email for the contractor. The contract will not be approved, until a completed W-9 is received.*
2. **Additional Notes/Comments:**

 **Click here to enter text.**

1. **Submitted by:**

Submitted by (name/title): **Click here to enter text.** Date: **Click here to enter text.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_