STANDARD OPERATING PROCEDURE (SOP) #: 110.04

Subject: Entertainment Professional Services Contracts

Purpose and Scope: To process entertainment contracts without requiring a professional worksheet and insurance.

Procedures:

Requestor:

1. The contract takes the place of the Professional Services Worksheet.
2. The Office of Student Activities will process a contract with the Contractor to schedule the event.
3. The contract will include signatures of the Contractor and the Associate V.P. Student Affairs.
4. Process a Direct Pay Request Form and a Vendor Registration Form if under $1,000.
5. Process a Direct Pay Request Form, a signed statement from the student, and a Vendor Registration Form for student cash winnings.
6. If payment is over $1,000, the Requestor will do the following:
   - Process a contract and a Vendor Registration Form
   - Submit a Banner Requisition with details/instructions
   - Send a signed contract copy to Procurement Services with the Banner Requisition number referenced
7. Send the original contract to Accounts Payable.

Procurement:

1. Buyer will not proceed without the entertainment contract.
2. Buyer will review the contract for the indemnify clause and the type of entertainment.
4. If the event involves equipment or a heavy recreational activity, the Buyer will contact the Contracts Manager before contacting Risk Services about insurance.
5. If the indemnify clause is in the contract, contact the Contracts Manager before contacting Legal Counsel for recommendation.
6. If the dollar value of the services exceeds $50,000, discuss with Contract Manager as to bid, sole source, etc.
7. The service should meet one of the actions not subject to competitive solicitation process UWF.REG-6.0055, therefore the exemption form is not required. The PO will need to be identified with Clause 07 and the specific regulation letter that corresponds with the purchase.
8. The steps to process the Banner Requisition are:
   - Check Delivery Date to make sure it reflects the date of performance
   - Ship To – 91 (NA)
   - Terms: Check with contract
   - FOB – 05 (Not applicable)
   - Type Clause: TY0007 – Exemptions – (see #7 above)
   - Commodity Code – 00096205
   - Check item text for: Description of performance to include name of event or entertainer, date of performance, description and the statement “Check is required on date of performance”.
   - Print the P.O.
   - After the P.O. is printed:
     - Send an email to the Requestor and Accounts Payable as to when the payment is due
     - Do not send P.O. to the Contractor
     - Do not send the contract to Accounts Payable
     - White out the Social Security Number if applicable.
   - Scan all attachments and post to the applicable P.O. in Banner Reports