

CONTRACTS, INVOICES & SERVICE ESTIMATES

Prior to securing services, an authorized university official within the KSU Office of Alumni Relations must sign all contract and payment obligations related to alumni events. A volunteer's signature on a contract, estimate or invoice is not legally binding for the alumni association.

Volunteers are not permitted to make personal payments for chapter activities on behalf of the association. Therefore, all contracts, invoices and estimates with venues, caterers, restaurants, clubs or other facilities must be carefully reviewed, approved and signed by either the executive director of the KSU Alumni Association, or designee prior to securing services.

The following will need to be verified and understood prior to contract review and signature:

- Does the alumni office have the vendor's completed W-9 on file?
- Is the day, date and time for the contracted activity correct?
- Is the projected number of attendees correct?
- Is there a deposit required?
- When is payment required (prior to the activity, at the time of the activity or after)?
- What are the terms of payment, e.g. 30 days, 60 days or 90 days?
- What is the preferred method of payment, credit card or check?
- Does the contract provided by the facility request any additional requirements such as an insurance certificate?
- Does the facility have a valid alcohol permit and license (if applicable)?

Please send all contracts/invoices to staff liaison.

VOLUNTEERS MUST HAVE CONTRACTS, ESTIMATES AND INVOICES FAXED OR EMAILED TO YOUR STAFF LIAISON AS SOON AS POSSIBLE.

THE ALUMNI OFFICE WILL PAY ALL INVOICES THAT HAVE BEEN APPROVED BY THE ALUMNI OFFICE FOR REGISTERED ALUMNI INVOLVEMENT EVENTS.