# **[Campus Guest/Speaker Checklist](https://www2.cortland.edu/offices/purchasing-office/speaker-contracts)**

## [ ]  **Evidence of Terms of Agreement**

## [Speaker Service Agreement](https://www2.cortland.edu/offices/purchasing-office/purchasing-forms/Speaker%20Services%20Agreement.docx)

* 1. [ ]  Completed by Department and then sent to be signed and notarized by Speaker/Agency representative *prior* to event/performance.
	2. [ ]  Send to Purchasing Assistant for [authorized signature](https://www2.cortland.edu/offices/purchasing-office/notable-policies#signature-policy) *prior* to event/performance.

## [ ] [**W-9**](https://www.irs.gov/pub/irs-pdf/fw9.pdf)

1. Payee is required to submit their W-9, as this is a taxable service

## [ ]  **Insurance**

1. Proof of Workers’ Compensation ([Form C-105.2](https://www.wcb.ny.gov/content/onlineforms/obtainC105.jsp))
2. Certificate of Exemption ([CE-200](https://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp))

## [ ] [**Lodging**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#lodging-for-job-candidates)

1. To be booked locally by Department Administrative Assistant (or Provost’s Staff Associate, if using Provost’s account), if included in Speaker Service Agreement.
	1. Department AA will then submit invoice via RDD.

## [ ] [**Meals**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/#meals-for-job-candidates)

1. Itemized receipts must be included for meals on their own, if included in Speaker Service Agreement.
2. **Meal per diems do NOT apply to non-employees**
3. Alcohol will not be reimbursed.

## [ ]  **Flyer**

* Include a copy of the flyer or email that went out to campus/group.

## [ ]  **Invoice**

* Vendor must provide an invoice *(Department can provide a template, but Department should not fill out the invoice themselves).*
	+ An acceptable invoice contains:
		- Invoice #
		- Invoice Date
		- Vendor Name & Address
		- To: SUNY Cortland, PO Box 2000, Cortland, NY 13045
		- Description of Goods/Services Requesting Payment for
		- Date(s) of Service
		- Amount Requested

**\*\*\*If over $2,500, Reasonableness of Price Checklist is required per purchasing guidelines.\*\*\***

## [ ]  **Payment**

1. For speaker/campus guest using an Employer Identification Number (EIN) and **not** their Security Number (SSN), should be entered as a PO in RDD.
	1. Send vendor’s W-9 to Purchasing & Accounts Payable to be added to Red Dragon Depot (RDD) via [New Vendor Request Form](https://www2.cortland.edu/offices/purchasing-office/purchasing-forms.dot#purchasing).
	2. Create PO in RDD and include any backup documentation (including fully executed speaker agreement).
		1. Upon receipt of invoice, send directly to mailto:accounts.payable@cortland.edu.
	3. Do not proceed with the rest of this checklist.
2. For speaker/campus guest using their Social Security Number (SSN), complete Standard Voucher.
3. **☐** [**Standard Voucher**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/forms/Standard%20Voucher.pdf)
	1. Areas to complete on Standard Voucher:

### **Top portion – Payee Information**

**Do NOT add SSN**

1. Payee Name (first & last)
2. Email Address
3. Address (Street, City, State Zip)
	* + - 1. *(where the check will be mailed to)*

### **Middle Section – Description of Material/Service**

1. Dates and itemized listing of expenses (i.e. airfare, rental car, mileage, meals)
	1. **Per Diem Rates do NOT apply to non-employees.**
	2. Itemized receipts required
2. Total Travel Expenses
3. Net = Grand Total to be reimbursed

### **Payee Certification**

1. Speaker/Campus Guest signs *(no digital or e-signature allowed)*
2. Date

### **Supervisor’s Certification**

1. Dept Chair/Director/Dean/VP signs *(no digital or e-signature allowed)*
2. Title
3. Date

### **Cost Center Unit**

1. Add account # to charge

Receipts & Backup

1. [ ]  Scan all receipts, backup and signed agreement and combine into (1) PDF with Standard Voucher.
	1. [ ] Email fully signed Standard Voucher and backup to accounts.payable@cortland.edu.

**Standard Voucher cannot be digitally or e-signed.**

**Signature Types:**

**NOT Allowed:**

1. Typed signature:



1. Digital Signature:



**ALLOWED (original signature scanned):**

1. Original, scanned

