

How to Process a Speaker/Entertainment Contract

1. **Advise vendor** that they must possess a Campbell County Occupational License and a City of Highland Heights Occupational License and must pay applicable payroll taxes. Information on these requirements can be found on the Speaker/Entertainment Contract Form.
2. **Complete a Speaker/Entertainment Contract form**. It must be signed by the vendor and by an NKU employee who is responsible for monitoring the contract. Submit the contract form to Procurement Services when all signatures are obtained.
3. **Ask vendor to complete a "Vendor Setup Form"** if they are not already in SAP as a vendor. Submit the form to Procurement Services when all signatures are obtained.
4. **Enter a purchase requisition** into SAP to encumber the full amount of the contract. A purchase order will be issued.
5. **Submit vendor's invoice**, signed and approved for payment, to Procurement Services when services have been completed. If a grant funding source is used, the invoice must be approved by the Grant PI. We will forward your invoice to Accounts Payable after processing the contract payment information in Procurement Services.
6. A speaker contract is not required for honorarium payments up to \$1,000. You must use a speaker contract if you will be reimbursing any type of expenses.

FORM LINKS (ALL FORMS CAN BE FOUND ON THE PROCUREMENT WEBPAGE)

http://procurement.nku.edu/departmental_forms/speaker_contract.pdf

http://procurement.nku.edu/vendor_forms/new_vendor.pdf