# SOFAC Contract for Services Processes

## Part 1: What Requires a Contract

* Guest Speaker
* D.J.
* Equipment Rental
* Musical Entertainment
* Off-Campus Venue Rental
* Other – Contact SOFAC

## Part 2: Direct Payment or Reimbursement

1. If SOFAC is Direct Paying, then:
	1. Does the individual/company provide a contract?
		1. If yes, complete the following
			1. University Addendum
			2. Independent Contractor
		2. If no, complete the following
			1. Contract for Services
			2. University Addendum
			3. Independent Contractor
	2. Is it the individual’s first time performing at Missouri State University?
		1. If yes, complete the following
			1. Vendor Registration Form
	3. Is the check needed day of the event?
		1. If yes, paperwork is required **20 business days** before the event
		2. If no, paperwork is required **10 business days** before the event
2. If a Department/Organization is being Reimbursed, then:
	1. Does the individual/company provide a contract?
		1. If yes, complete the following
			1. University Addendum
		2. If no, complete the following
			1. Contract for Services
			2. University Addendum

## Part 3: Paperwork and Descriptions

* [**Contract for Services**:](https://organizations.missouristate.edu/assets/sofac/Contract_for_Services.doc) This form should be utilized when there is no standard contract provided by the contracted party. Completion of this form stands as a formal contract between the two parties. If a standard contract is provided for the contracted party, this form is not necessary.
* [**University Addendum**:](https://organizations.missouristate.edu/assets/sofac/blankunivaddendum.doc) This form should be utilized when any contract is created which will utilize Student Involvement Fee dollars (SOFAC funds). The document outlines specific requirements and standards that should be agreed upon by both parties of the contract and should be included with either a standard contract provided by the contracted party or with the Contract for Services form.
* [**Independent Contractor Form**:](https://organizations.missouristate.edu/assets/sofac/IndependentContractorForm.pdf) This form should be utilized when any contract is created with a party external to Missouri State University and collects important information regarding the contracted party for IRS tax regulations. This form should be utilized with either the Contract for Services form or a standard contract, and the University Addendum form whenever a student organization is requesting payment directly to the contracted party.
* [**Vendor Registration Form**:](https://apps.missouristate.edu/financialservices/Forms/APVendorRegForm.pdf) This form should be utilized when SOFAC is to directly pay and individual/company who has not been paid previously by Missouri State University. The form allows the party to be added to the Missouri State system to be able to be paid