Where Do Contracts Go?

Many of you know by this point that when your group is completing contracts for an event, we ask for them **four** weeks in advance. This diagram is designed to explain where it goes in all that time. Please keep this hierarchy in mind as you're making arrangements for your next speaker, vendor, or performer. People like getting paid on time, and we do everything we can to make sure they do. But we need your help!

Refer to the Ter-GIF-ic Guide to Completing a Contract, Emmanuel OSAMP Style on Buzzfeed for more information on this process, or contact us and ask for help!

Jou! The contract process begins with you

submitting a contract, W9 form, and completed SGA Account Form with Payment details filled in to your Program Advisor at least 4 weeks before the event in question. SGA

The SGA will sign off on the SGA Account Form, and ensure that all other paperwork submitted is consistent with SGA, OSAMP, and Emmanuel College guidelines and procedures.

Next, the contracts are sent to our Vice President for Student Affairs, Dr. Patricia Rissmeyer. She will be the final reviewer on the contract, then signing it. In doing so, she assumes responsibility for everything in the contract. Keep that in mind as you look over contracts before submissionare you okay with the Vice President being responsible for this?

Business

Last, contracts are sent to the Business Office, where financial paperwork is processes and checks are cut. Checks are cut twice a week, on Mondays and Thursdays.

The process will be slowed down if they don't have all the information they need, so make sure they have everything from the get-go!

The people involved in these processes are human, just like you. They take lunch breaks, vacations, sick days, and even go home at the end of the day! The easiest way for us to get you what you need in a timely fashion, is for you to give us the time to do it. **That means giving us four weeks to work with your contracts.** Please help us help you accomplish you goals by giving us the time to get things done properly.