



SERVICE PROVIDERS

It is University policy to have ASU pay a service provider directly

Reimbursement to a club or individual, who has already paid a service provider, is forbidden.

Examples of Service Providers

- DJs
- Performers
- Entertainers
- Keynote Speakers

ASU's Financial Management System

- All service providers must be registered in ASU's Financial Management System.
- Payment cannot be made to the vendor if they are not registered.
- Please contact the USG Business Office if you want to know if a supplier is already added to our payment system.

Service Fee

- Inform the service provider that USG Tempe does not pay for transportation, parking, and/or accommodation expenses.

Be in contact with the USG Business Office well in advance of your event so that your vendor can be paid promptly for their rendered services

Best Practices Method: BEFORE YOUR EVENT

1. Obtain invoice from service provider
 - Must be billed to ‘ASU’
 - Must have one line for their service fee with the total amount
 - Must show their contact information such as email and mailing address
 - Must show who the check should be paid to (company name/speaker name)
2. Send Speaker-Artist-Performer (SAP) Agreement to service provider to complete and sign
 - The form can be found at <https://ogc.asu.edu/forms/speaker-artist-agrmt>
 - The USG Business Office will get the needed signatures for the “on behalf of ASU” part
3. Obtain service provider’s SAP Agreement and proof of insurance (as indicated in section 9 on the SAP Agreement) or indicate waiver of insurance needed
4. Submit a purchase request 3 weeks before your event with the documents received
5. Payment will be processed the day after your event
6. The USG Business Office will ‘Approve’ your purchase request

One-Time Exception Method: AFTER YOUR EVENT

1. Obtain invoice from service provider
 - Must be billed to 'ASU'
 - Must have one line for their service fee with the total amount
 - Must show their contact information such as email and mailing address
 - Must show who the check should be paid to (company name/speaker name)
2. Fill out the Pay-without-Speaker-Artist-Performer
 - The form can be found at <https://www.asu.edu/fs/forms/Pay-without-speaker-artist-performer.pdf>
 - View the guide to complete a Pay WO SAP on the next page.
3. Send completed Pay WO SAP form to service provider to sign
4. Submit a purchase request after your event
5. Payment will be processed as soon as possible
6. The USG Business Office will 'Approve' your purchase request

