

## **Contracting with all Guest Speakers, Lecturers, Performers and other Service Providers**

All guest speakers, lecturers, performers, and any other service provider will be required to have a signed contract in order to come to Bucknell regardless if they are/aren't receiving payment for their services. **In addition to the contract being signed by your adviser, the Associate Dean of Students, Kari M. Conrad, will also be required to sign all student organization contracts. If the contracted fee is \$5,000 or more, the Dean of Students, will also need to sign the contract. Room reservations will not be confirmed until the Associate Dean of Students has signed the contract.** Each provider of service is required to sign Bucknell's Insurance Rider as well. If the service provider does not supply you with a copy of their own contract which includes their name, address, Social Security or Federal ID number, date of performance, amount, etc., then Bucknell University's contract must be completed by the service provider before a check will be signed. The signed contract, Bucknell's Insurance Rider, a 1099 Form and a W-9 form must be presented at check signing. A copy of a contract and Bucknell's Insurance Rider is attached and can be found on the CAP Center or BSG website under Legal Forms or you can stop by the CAP Center, ELC-306 to pick up copies of these forms.

### **Reminder for Paying Non-U.S. Citizens**

If you are planning on bringing a non-U.S. citizen to campus and request payment to the individual, please review the policy – Payments to Non-U.S. Citizens that is posted on the Finance Office web page.

When hiring a non-U.S. citizen on a B-1, B-2, WT or WB visa the invitation and declaration form must be completed and attached to the contract in addition to the Foreign National Tax Information Questionnaire required for all non-U.S. citizens when requesting payment. These forms can be found on the General Counsel website under Immigration Forms and Information.

If you have any questions about the procedures for processing a payment to a non-U.S. citizen, please contact Ginnie Moore at x73266 or stop in the CAP Center, ELC 306.