

Contracts

POLICY: Contracts are due at least 4 weeks prior to event date. Late contracts will NOT be accepted. Contracts must be submitted via OrgSync, uploaded to a Payment Request

DEFINITION (either left OR right combination)

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| <ul style="list-style-type: none">• Vendor Contract (signed by vendor)• Relevant LUC Contract Rider (signed by vendor)• Vendor W-9• Vendor's Certificate of Insurance | <ul style="list-style-type: none">• LUC Event/Performance Agreement (signed by vendor)• Vendor W-9• Vendor's Certificate of Insurance |
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LUC Performance/Event Agreement should be used when the vendor does not have a contract of their own.

Relevant LUC Contract Rider should be completed and submitted in conjunction with any vendor contract. There are 3 types of contract riders: General, Off-Campus Transportation, and Off-Campus Facility Rental.

W9 must accompany all contracts, except for \$0 contracts.

Vendor's Certificate of Insurance must accompany all contract submissions. This is a document that the vendor can obtain from their insurance company.

HOW TO SUBMIT CONTRACTS

Paid Contract Funded by SAF

1. The deadline to submit a University Check payment request is 4 weeks prior to the event date. Completed contracts have the same 4 week submission deadline and must be uploaded on your check payment request in order to be submitted. By completing these steps, you are both submitting the contract and simultaneously submitting the University check payment request.
2. Log in to OrgSync, using your Loyola I.D. and password.
3. From the "My Memberships" tab, select the group for which you would like to submit a budget request.
4. From the main toolbar, select "Treasury" > "Manage Budgets". (If you don't see "Treasury", first select "More").
5. Select the appropriate funding period from the drop-down menu (e.g., Spring 2013 SBR).
6. Select the name of the approved budget/program for which you are requesting a payment.
7. Click "Details", or the blue event name.
8. Click "Request Payment".
9. From Payment Type, select "Check Requisition". You will then input the logistical details of your payment request.
10. Enter the payment amount in the "Request Budget Payment" box next to the line item you're using. If you are paying for a performer/speaker, any payment for travel/lodging must be included in one singular check request. Loyola will pay one flat fee to the vendor; that payment can include funds to cover costs like travel/lodging, but making reservations/accommodations are the sole responsibility of the vendor, not of LUC/SAGA/students, and separate payment will not be generated.
11. Attach all supporting documents (invoices, completed contracts and W9 forms, itemized quotes) by clicking Upload.
12. At the bottom, leave any additional comments or information you believe would be helpful to the SAGA staff member that will process your request, including whether the check should be set to the SAGA office for pickup by the organization, or whether it should be mailed directly to the vendor.
13. Click Submit.

Paid Contract Funded by Organization Revenue

1. The deadline to submit a University Check payment request is 4 weeks prior to the event date. Completed contracts have the same 4 week submission deadline and must be uploaded on your check payment request in order to be submitted. By completing the steps, you are both submitting the contract and simultaneously submitting the University check payment request.
2. Log in to OrgSync, using your Loyola I.D. and password.
3. From the "My Memberships" tab, select the group for which you would like to submit a budget request.
4. From the main toolbar, select "Treasury" > "Manage Revenue Funds". (If you don't see "Treasury", first select "More")
5. Click "Create Withdrawal".
6. Name the withdrawal to reflect the nature of the request.
7. From Payment Type, select "Check Requisition". You will then input the logistical details of your payment request.
8. From Category, select "2510 – Revenue funded event". You will then input additional details pertaining to your event. Select "No" when prompted about an Allocations Committee hearing.
9. Under Name, list the organization name.
10. Click "Line Item" and select "2510 – Revenue". Give specifics in in the Description section (e.g., the name of the caterer/vendor/store/website). In the third column, input the amount you would like to spend from the organization's Revenue. Click Add Line Item to enter your next item.
11. Attach all supporting documents (invoices, completed contracts and W9 forms, itemized quotes) by clicking Upload.
12. At the bottom, leave any additional comments or information you believe would be helpful to the SAGA staff member that will process your request.
13. Click Submit.

Unpaid (\$0) Contract

1. The deadline to submit a University Check payment request is 4 weeks prior to the event date. Completed contracts have the same 4 week submission deadline and must be uploaded on your check payment request in order to be submitted. By completing the steps, you are both submitting the contract and simultaneously submitting the University check payment request.
2. Log in to OrgSync, using your Loyola I.D. and password.
3. From the "My Memberships" tab, select the group for which you would like to submit a budget request.
4. From the main toolbar, select "Treasury" > "Manage Revenue Funds". (If you don't see "Treasury", first select "More")
5. Click "Create Withdrawal".
6. Name the withdrawal to reflect the nature of the request.
7. From Payment Type, select "Check Requisition". You will then input the logistical details of your payment request.
8. From Category, select "2510 – Revenue funded event". You will then input additional details pertaining to your event. Select "No" when prompted about an Allocations Committee hearing.
9. Under Name, list the organization name.
10. Click "Line Item" and select "2510 – Revenue". Give specifics in in the Description section (e.g., the name of the caterer/vendor/store/website). In the third column, do not input any dollar amount; it should remain at \$0.00.
11. Attach all supporting documents (invoices, completed contracts and W9 forms, itemized quotes) by clicking Upload.
12. At the bottom, leave any additional comments or information you believe would be helpful to the SAGA staff member that will process your request.
13. Click Submit.