



GET INVOLVED
OFFICE OF STUDENT DEVELOPMENT

PRE-CONTRACT FORM

Organization Name: _____ Contact Person: _____
E-Mail: _____ Phone: _____
Event Name (If applicable): _____ Event Date: _____
Event Location: _____ Event Time: _____

SPEAKER/VENDOR INFORMATION

Name: _____ E-Mail: _____

Mailing Address: _____

Specifically describe your expectations from the speaker/vendor (i.e. services, presentation topic, length of program):

Please check any boxes below that apply to this speaker/vendor:

Former Stockton Employee Current Stockton Student/Intern
 Current Stockton Employee Relative of Stockton Board of Trustee Member
 Relative of Stockton Employee Subcontractor

PAYMENT & ACCOMMODATIONS (If Applicable)

Fee: _____ **Completed W-9 form and final invoice are required to process payment.*
**If applicable, please provide the contract received from the speaker/vendor*

Is the fee all inclusive?

YES, the fee includes all costs and expenses, including mileage, travel expenses, meals, lodging accommodations, or equipment rental

NO, our organization agrees to pay the additional expenses listed below to accommodate the speaker/vendor.
Any out of pocket expenses the University agrees to pay shall be listed below and paid at Service Provider's actual cost with no mark-up and are in addition to the Fee set out above. Original receipts must be submitted with reimbursement requests. All travel expenses shall be reimbursed at the reimbursement rate adopted by the University.

Hotel accommodations on the following dates: _____

Meals: _____

Mileage (Please list starting location): _____

Other (Please describe): _____

Please describe any other special requests/accommodations for this speaker/vendor:

