

Performer Agreement

Instructions for Use and Processing

Step One

- a. Confirm that any Performer is not a current STC employee or a former STC employee who left STC within 12 months of the Performance Date.
- b. In the first section of the Agreement, please include the Performer's full legal name as it appears on the Performer's W-9 federal tax form. *The Agreement must be between STC and the person or business entity to whom STC is making the payment as shown on the W-9.*
- c. Provide the contact information, including email addresses, in box 8.2.
- d. In the signature box at the end of the Agreement, include the name of the person signing on behalf of the Performer (which could be the Performer him-/herself if doing business as an individual person); include the title of the person if he or she is signing on behalf of a Performer that is a business entity.
- e. Add signature lines/boxes for anyone from your Department who intends to sign the Agreement. (See below.)
- f. Complete Attachment "A" including:
 - The dates, times, and locations of the performances; if you need more space, you may use additional pages.
 - A complete description of the Services including the nature and duration of the performance.
 - The compensation that will be paid and the expenses, if any, that will be reimbursed. If no expenses will be reimbursed, you may mark it as "NA."
 - The Total "Not-to-Exceed" amount showing the total of the fees and expenses, if any.
- g. At your option, send the final draft of the Agreement to Todd C. Nelson (tnelson2@southtexascollege.edu) for review and approval.
- h. Send the approved Agreement to the Performer for his or her review and approval. If the Performer asks for any substantive modifications, please contact Todd Nelson. All changes to the form must be approved.

Step Two

Make arrangements for the Performer to:

- sign and date the Agreement and initial the bottom of Attachment A
- fill out and sign a W-9 form
- if the vendor has fewer than 100 employees, complete the Vendor Agreement Questionnaire.

(If the Performer has provided the W-9 and the Vendor Agreement Questionnaire, if applicable, has been completed for the fiscal year to which this Agreement applies, these forms do not need to be provided again.)

Step Three

- a. At your option, you may:
 - i) mail or deliver a paper copy of the Agreement and other forms to the Performer; or
 - ii) send the documents as an email attachment for the Performer to print and sign/initial/date, etc.; or
 - iii) have the Performer sign/initial/date the documents in your office.

The Performer should return the original documents by mail or personal delivery; however, if time is of the essence, the Performer may scan and send them as an email attachment and provide the originals at a later date.

b. When you have the Agreement as well as all of the other required documents completed and signed by the Performer, route them to the Purchasing Department for final review and execution by STC after which a fully executed copy will be sent or delivered to the Performer.

At your option, you or your Financial Manager or another person within your Department, depending on your internal procedures, may sign the Agreement. (As of January 1, 2025, the only required signature is either the Director of Purchasing, or designee, if the amount payable under the Agreement is less than \$10,000, or, if the amount is over \$10,000, the Vice President of Finance & Administrative Services.)

If the Performer would like a fully executed original Agreement, he or she should provide two signed/initialed/dated originals so that STC can sign and date both sets and return one to the Performer.