

Sports Officiating Agreement Instructions for Completion and Processing

Step One

- a. Confirm that the sports official ("Contractor") is not a current STC employee or a former STC employee who left STC within 12 months of the Commencement Date.
- b. In the first section of the Agreement, please include the Contractor's full legal name as it appears on his/her W-9 federal tax form. *The name on the Agreement must match the name on the W-9 to whom STC will be making the payments.*
- c. Provide the Contractor's contact information, including a cell phone and email address, in box Section 7.2.
- d. Add signature lines/boxes for anyone from your Department who will be signing the Agreement. (See below.)
- e. Complete Attachment "A" including:
 - The Commencement Date and the Termination Date in order to indicate the beginning and the end of the period of the Services.
 - A description of the Services.
 - The compensation that will be paid.
 - If any expenses will be reimbursed, these must be explained and with a fixed amount included. If expenses will not be reimbursed, you can mark this as "Not Applicable."
- e. If you think the Contractor will have any questions about the terms, share the draft of the Agreement with the Contractor for his or her review; if the Contractor asks for any substantive modifications, please contact Todd Nelson. All changes to the form must be approved.

If you have any questions about or would like help with the completion of the forms, please do not hesitate to contact Todd C. Nelson (tnelson2@southtexascollege.edu).

Step Two

- a. Make arrangements for the Contractor to:
 - Sign, initial and date the Agreement and initial the bottom of Attachment A
 - fill out and sign a W-9 form
 - provide any additional information that may be required such as references or a CV

(If the Contractor has provided a W-9, references or CV within the fiscal year to which this Agreement applies, he or she does not need to provide them again.)

At your option, you may:

 - i) mail a paper copy of the Agreement and other forms to the Contractor; or
 - ii) send the documents as an email attachment for the Contractor to print and sign/initial/date;

or

iii) have the Contractor sign/initial/date the documents in your office.

The Contractor should return the original documents (signed, initialed, dated) by mail or personal delivery; however, if time is of the essence, the Contractor can scan and send them as an email attachment and then send or deliver the originals at a later date.

b. When you have the Agreement and all of the other documents completed and signed by the Contractor, route them to the Purchasing Department for execution by STC after which a fully executed copy will be provided or made available to the Contractor.

At your option, you may add signature lines for anyone in your Department, in accordance with internal procedures, who will sign the Agreement. (As of January 1, 2025, the only required signature from STC 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.)