Using the Voucher for a Direct Pay for Services (Presenters, Entertainers, DJs, and Musicians):

1. Contact the individual for their W-9 and official quote/invoice. This information will be used while filling out the Voucher.
2. Complete a voucher form:
   - (A): Fill out all lines that apply
   - (B): Receive student and advisor signatures
   - (C): Check applicable box – we recommend hold for pickup. You will receive an email when it is ready to be picked up in SABO.
   - (D): Check vendor payment for services
   - (E): Organization Name, Date of Minutes, Motion Number, BAM Index Number, Amount, Total & Description
3. Attach:
   - Minutes
   - The W-9 (if Eastern has done business with the company/individual before, this is not necessary).
   - If the W-9 is for an individual, complete an individual non-discrimination form. If for a company, complete a corporate non-discrimination form.
   - Completed Personal Services Template. Select Entertainer for DJ/Performer/etc., or Lecturer for Guest Speakers/etc.. This form acts as the “contract” for the performer/vendor. We cannot sign an outside agencies contract.
4. Submit to Student Activities.