UNIVERSITY HOUSING

REQUEST TO PAY AN INDIVIDUAL OR GROUP FOR AN EVENT

To be used when paying a presenter, performer, or DJ (including groups)

Form *Must* Be Returned to Office of Residence Life, 260 Stanley, At Least 2 Weeks Before Event

EVENT INFORMATION

Event name & description: _____

_____

_____

Event date: _____ Event time: _____

Event location: _____

Amount to be paid to presenter/performer: $ _____ ***(Attach itemized billing)***

Sponsoring individual/group/organization: _____

RA OR STUDENT GOVERNMENT EXECUTIVE OR UNIVERSITY HOUSING OFFICIAL MAKING REQUEST:

Name: _____

Address: _____

Phone #: _____

Event charged to: ◯ ARH ◯ Building Association ◯ Residence Life Office

Account Information: _____ _____ _____ _____

(FND) (SDEPT) (INST) (DEPT)

_____ _____

(Hall Association financial officer signature) (Supervisor/advisor signature)

PRESENTER/PERFORMER INFORMATION

Name of event presenter/performer: _____

(individual name or business name)

Presenter/performer address: _____

_____

_____

Phone number: _____ Tax ID# or SSN: _____

U.S. Citizen: ◯ Yes ◯ No **(If no, University Housing HR *must* be contacted before hiring)**

Presenter/performer is:

- ◯ University of Iowa student (use data collection sheet and pay via short term appointment) *
- ◯ Current or former (paid within last 12 months) UI employee (must be paid via short term appointment or special compensation – contact University Housing HR)*
- ◯ Current State of Iowa Employee (contact University Housing HR)
- ◯ Not affiliated with the UI or State of Iowa (i.e., non-student/non-employee)—if group with TIN pay via Non PO Voucher; if individuals with SSNs pay via E-voucher for services

* May need an I-9 completed BEFORE the date of the event – check with University Housing HR at 319/335-3000

Oct 2009

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