



Agreement made this _____ day of _____, by and between _____, hereinafter referred to as "Vendor" and Student Association of SUNY New Paltz, hereinafter referred to as "Purchaser."

Date _____ Club/Organization _____

Event Date _____ Vendor Name _____

Vendor Website _____

*Vendor Email _____

Does a club member have a relationship with this vendor and/or financial interest in this transaction? Yes _____ No _____

TYPE OF SERVICE RENDERED (Give a detailed description.)

Time of Arrival _____

Service _____

Departure Time _____

\$ _____
Total Amount Due

Payment will be prorated at the option of purchaser if vendor is late.

* NOTE: It is the Payee's responsibility to report all taxes due.

Payee Signature _____

This contract becomes operative only with the signature of the Student Association Vice President for Finance.

SA Vice President for Finance signature _____

* Must be approved if over \$500.00

Approved by signature of SA Attorney _____

Execution of this agreement is provisional and subject to the receipt of a completed and signed IRS Form W-9. Vendors must submit the W-9 directly to the Student Association Business Office at clarkw@newpaltz.edu. No payment will be processed until the W-9 has been received and verified.