

## **School of Music Policy Clarifications**

(updated 10/2017)

Guest Artist/Clinician/Service Providers "Vendor"- Pay Policies and Legal Policies

For the School of Music these policies include but are not limited to:

Guest Artists, Masterclass Guests, Guest Speakers, Festival Artists, Clinicians, Instrument Repair Technicians, Recording Technicians, Guest Judges, honorariums, etc.

### **Vendor Contract and Mandatory Paperwork**

All vendors must sign the Speaker/Artist Agreement, regardless as to their payment.

Even if vendors are not being paid, WSU still requires them to sign this contract.

If the vendor is being paid, they also have to complete the WSU-W-9, and OPERS forms.

Elizabeth needs the following information to generate the contract:

(Faculty are not allowed to generate contracts)

Event:

Location:

Date:

Responsibilities:

Professional Amount:

Source of funds (ex. Horn Studio account)

All vendors must fill out all paperwork and return it to Elizabeth prior to their arrival date (30 days) or they will not be authorized to perform/work on campus and will not get paid.

### **Faculty Liability**

If a faculty member invites a vendor to campus without an agreement, it's considered an unauthorized visit. Faculty become personally responsible for unauthorized persons they invite to campus.

Wright Way Policy 9350.5 states: "The University is not bound by and does not recognize as binding any promise or obligation made by an unauthorized person. Those signing external agreements or attempting to bind the University in any other means without first obtaining authority [*Purchase Order Number*] should take note that he or she, personally, may become subject to legal action including financial liability and may also be subject to University disciplinary action up to and including termination."

For the complete Wright Way Policy, please see:

<https://policy.wright.edu/policy/9350-contract-approval-and-signatory-authority-policy>