

# Kentucky State University

## Speaker/Entertainment Contracts

1. **Identify the Speaker or Entertainment Provider** that meets your needs to confirm with the Contractor their availability and pricing for the one-time service.
2. **Ask vendor to complete a “Vendor Registration Form”** if they are not already in Banner as a vendor. Submit the form to the KSU Purchasing Department via email at [purchasing@kysu.edu](mailto:purchasing@kysu.edu). Registration is vital to getting a vendor payment for their services.
3. **Complete a Speaker/Entertainment Contract form.** This contract outlines services and payment between the Contractor and Kentucky State University. The contract must be signed by the vendor and by a KSU employee who is responsible for monitoring the contract and then by the Executive Vice President of Finance and Administration.
4. **Submit a purchase requisition in KSU’s Financial Management System (Banner)** to encumber the full amount of the contract. Submit a copy of the signed contract as backup documentation for the requisition. A purchase order will be issued. The purchase requisition is how the University generates a payment to the Contractor. Do not delay in submitting a  
I be delayed as a result.
5. **Submit vendor’s invoice** to the KSU Accounts Payable Department via email at [accounts.payable@kysu.edu](mailto:accounts.payable@kysu.edu) when services have been completed.