Student Organization Contract Cover Sheet

Organization Information
Organization: ______________________________ FundCode: __________________________
Funding Source (if not from your general funds):  □ Bassett  □ Cultural Engagement  □ Wetherby
Student Contact: ____________________________________________________________________
Phone Number: ____________________________ Duke Email: _________________________
Organization Advisor:  _______________________________________________________________
Phone Number: ____________________________ Duke Email: _________________________

I, the advisor of the above mentioned student organization, certify that I have reviewed the attached contract, ensured availability of funding, and discussed the event details with student organization leadership. I commit to assisting the students in the execution of a successful event.

Advisor Signature: ______________________________________________________________

I, the president/treasurer/authorized spender of the above mentioned student organization, authorize the UCAE Business Office to process payment for this contract. I have discussed this event with my advisor and commit to adhering to all policies in the execution of a successful event.

President/Treasurer/SOFC Authorized Spender Name: (Print) _______________________________________
Signature: __________________________________________

Event Information
Event Name: _____________________________________________________________________
Event Date: ____________________  Event Location: ____________________________

Note: Events must be registered in DukeGroups before contract is submitted for review/payment.

Contract Information
Presenter (artist, speaker, vendor) Name: ____________________________________________
Presenter Email: _______________________________  Phone: __________________________
Date contract must be returned by (if applicable): ______________________________________
List any changes/additions/deletions you would like made to the contract?  Do not edit the actual contract.

Payment Information
If the check is ready before the event, would you like for it to be mailed or picked up by a group member?

□ Mail  □ Pick Up
Student picking up the check: ___________________________  Email: _________________________________

If the check is not ready before the event, would you like for it to be mailed or picked up by a group member?

□ Mail  □ Pick Up
Student picking up the check: ___________________________  Email: _________________________________

Is the presenter a US Citizen or Foreign National?

□ US Citizen  □ Foreign National

Is the presenter a current or former Duke employee (including student employee)?

□ Current Employee  □ Former Employee  □ No Duke Affiliation

If current or former employee, please list Duke Unique ID Number: __________________________

The length of time for contract review and payment depends on the complexity of the contract and payment processing time.  All contracts must be submitted at least 3 weeks before the event date, but more complex contracts may require additional time to review.  For this reason, contracts should be submitted as soon as possible.  If you have any questions about your contract, processing time, or payment status, please contact UCAE.