



Arizona Western College
Sponsored Service Contract

Date: _____

This section must be completed and returned to the Arizona Western College (AWC) department submitting the request for processing prior to date of service. Failure to obtain pre-approval for services may result in the denial of the claim. The Sponsored Services contract is required even if no remuneration is being provided.

This form does not apply if you are volunteering; please fill out a Volunteer Application.

Invitee name: _____

Phone: _____ email: _____ date of service: _____

What service is being provided? _____

Please attach a detailed description of services and time allotment on each activity. Also attach any supporting documentation showing your qualifications.

Does this service involve direct student contact? see definition in background check from the general information page NO _____ YES _____ if yes, a background check is required.

Will a stipend or honorarium be provided to the invitee: Y or N if yes how much \$ _____

Please initial and sign below

I acknowledge that I am not an independent business that meet the requirements per §ARS 23-1601. I am performing services as a sponsored invitee and therefore I am not entitled to any benefits of any kind by Arizona Western College.

I acknowledge there might be insurance requirements necessary to provide this service. I will at my own expense provide the required certificate of insurance to Arizona Western College for approval.

To the fullest extent permitted by law, the Invitee shall indemnify, defend, and hold harmless AWC and any of its officers, employees, agents, and representatives from any and all claims, demands, suits, actions, proceedings, losses, costs, and damages of every kind and description, including any attorney fees and/or litigation expenses, which may be brought or made against or incurred by AWC, its officers, agents, employees or representatives on account of any loss or damage to property and for injuries to or death of any person arising in whole or in part out of any act or omission by the Invitee and/or its employees, agents, representatives, vendors, or subcontractors in whole or in part.

Invitee Signature and Title

Date

Authorized AWC Department Signature and Title

Date

College Officer VP Signature (if more than \$4,999)

Date

The department requesting the service will forward the completed signed Sponsored Services Request form with the applicable documentation to Human Resources at Human.Resources@azwestern.edu to begin the approval process.



Arizona Western College

Sponsored Services Contract Documentation and Approvals

Invitee name: _____

Date of Service and name of event: _____

Step 1 Department Approval

Please submit the completed form in its entirety with all the required signatures and documentation to HR for a background determination. Please attach a W-9 form including EIN or SSN. If payment is being issued, an ACH/electronic funds transfer form is required.

For payment issuance, please attach estimated expenses and provide documentation. Meals and lodging are subject to the Arizona State Travel reimbursement guidelines limits and eligibility. Lodging up to \$94.00 and meals \$45.00 daily (\$9 breakfast, \$12 lunch, \$24 dinner).

Requisition # _____

Department approval (Authorized signing agent only)

Date

Step 2 Human Resources Approval

Is a background check required? Yes No Date cleared _____

HR Approval, print name

Signature and date

Step 3 Risk Management Approval

Insurance is not required for the services _____. Risk Management will initial if insurance is not required.

If insurance is required, please submit at least 10 days prior to service date.

Insurance is acceptable to proceed yes no expiration date of insurance _____

Risk Management print name

Signature and date

Step 4 Purchasing Approval

Purchasing acknowledges the receipt of the requisition including all required documentation and approvals to finalize.

Purchasing, print name

Signature and date

PO# _____