

# Approval to Hire Guest Lecturer/Presenter

via Purchase Order not to Exceed \$3,000  
(Without formal Guest Lecturer/Presenter Agreement)



Name of Guest Lecturer/Presenter \_\_\_\_\_

Address: \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Topic/Title/Description \_\_\_\_\_

Location of Lecture/Presentation \_\_\_\_\_

In order to simplify the payment process, please consider including travel expenses with the compensation for fees. This would eliminate the need for receipts. The vendor would receive a negotiated fee which would include travel expenses.

Please Complete Section A or B Below

**A: Complete if travel expenses are included with fees - No receipts required:**

Total Contract Amount including travel expenses ..... \$ \_\_\_\_\_

**B: Complete if fee and expenses need to be separated - Receipts & CA021 required**

Amount to be paid to Company or Individual ..... \$ \_\_\_\_\_

Reimbursement Amount ..... \$ \_\_\_\_\_

Total Contract Amount ..... \$ \_\_\_\_\_

*Note fees and expenses cannot exceed \$3,000 in total or a contract is required*

Authorized Cost Center \_\_\_\_\_

After due consideration of potential associated risks, and not believing those risks to merit the need to enter into a formal contract, I approve the Department of \_\_\_\_\_ to hire the above mentioned guest/lecturer/presenter via purchase order not to exceed \$3,000 in total, without a formal contract agreement.

Approval Signature by Dean or VP or Provost \_\_\_\_\_

Print Name & Title \_\_\_\_\_

Phone \_\_\_\_\_ Date \_\_\_\_\_

**Instructions**

- Requesting Department — Complete form and submit to appropriate Dean or VP or Provost for Review of Risk.
- Dean/VP/Provost — Review and assess risk. Approve and return to Requesting Department or advise of non-approval.
- Requesting Department — Enter Purchase Order; submit this Approval and any other supporting documents to Business Services.
- Business Services — Upon receipt of satisfactory Approval form and any supporting documents, processes Purchase Order.  
(Approval form remains with PO working copy and payment record filed in Business Services)

**Minnesota Statute §290.9201 requires MnSCU to withhold a two percent (2%) tax on the gross compensation, including reimbursable expenses, paid to non-Minnesota entertainers and public speakers for any performance in Minnesota.**

**Please note that pursuant to Minnesota Statute §270C.65, a Data Disclosure Form is still required to be completed and submitted for these transactions before the purchase order can be processed by Procurement.**

*A member of the Minnesota State Colleges and Universities System.  
Minnesota State University, Mankato is an Affirmative Action/Equal Opportunity University.*

*This document is available in alternative formats to individuals with disabilities by calling Finance and Administration at 507-389-6622 (V), 800-627-3529 or 711 (MRS/TTY).*