

**APPROVAL TO HIRE GUEST LECTURER/PRESENTER
VIA REQUISITION LESS THAN \$600.00**
(Without formal Guest Lecturer/Presenter Agreement)

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 following guest lecturer/presenter via a purchase order less than \$600.00 per calendar year, without a formal contract agreement:

Guest Lecturer/Presenter

Name: _____
Email: _____
Phone: _____
Address: _____

Lecture/Presentation

Event Date: _____
Location: _____
Topic/Title/Description: _____

Duties Required: _____

Fixed Fee/Compensation: _____
(Note fees must be less than \$600 per calendar year or a contract is required.)

Authorized Cost Center: _____

<p><u>USE OBJECT/COMMODITY CODES</u></p> <p>1560 Ed. & Instructional Services 86000000 Ed. & Training Services</p> <p>1910 Public Speakers & Entertainers 82150000 Pro. Artists & Performers 90130000 Performing Arts 90150000 Entertainment Services</p>

Approval Signature by Dean or VP or Provost: _____	Date: _____
Print Name & Title: _____	
Phone: _____	

FORM INSTRUCTIONS & CHECKLIST	DATE EACH TASK AND INITIAL WHEN COMPLETED
Requesting Department: Complete form and submit to appropriate Dean or VP or Provost for Review of Risk.	_____
Dean or VP or Provost: Review and assess risk. Approve or Deny and return to Procurement D204 #8.	_____
Procurement: Upon receipt of satisfactory Approval form and any supporting documents, process Requisition.	_____
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.	