

Columbia University – Purchasing Department –

How to hire performers.

After careful review between General Counsel, Purchasing and Risk Management we have determined agreements are paid through a PO. We have analyzed the benefits of this practice vs. the requirements for this category, and we have decided that this category of spend can be safely moved from a Purchase Order to Voucher only, which will allow you to expedite the process and engage/pay performers more effectively and in a timely fashion.

Background:

There are three categories of performers from our point of view:

- 1) Individual performers plain and simple, for whom we require a completed standard University agreement contract but no longer a certificate of insurance;
- 2) individual performers requiring props (such a DJ for instance who needs electric equipment to perform), for whom we require a completed standard University agreement contract AND a certificate of insurance ;
- 3) ensembles, for which we also require a completed standard University agreement contract and a certificate of insurance.

The above three categories will remain, as the requirements in terms of documentation, because the risk profiles are the same. Also, the three standard University agreements contracts we currently use for each category shall remain. They are attached for your convenience and for quick reference.

Process:

Let's go through the process you will need to use:

- 1) fill out the standard University agreement; 2) have the performer sign the agreement
- 3) Email the agreement to Angela Ramos (ar3@columbia.edu); would also recommend copying lucabarbera@columbia.edu in case Angela is out of the office.

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4) Once the agreement is received by Purchasing we shall review the agreement and if all is acceptable have the contract signed by Purchasing, scanned, and returned it to you; at this point, the role of Purchasing ends unless there is a problem;

5) When processing the invoice for payment through AP/CAR be sure to submit the fully executed agreement and - if needed - the certificate of insurance to AP.

Operationally

The normal turn around of the executed agreement from Purchasing to should be within 48 to 72 hours, but we would encourage processing of this paperwork well in advance of the performance to it is possible to process all this well in advance of the performance to ensure a timely immediate payment to the performer.

If for some reason there is a rush, please indicate it clearly in the initial email.