**How to Pay a Vendor**

**What is a vendor?**

A vendor is a company or individual from which you are receiving services.

**What do I need in order to pay a vendor?**

Once you have confirmed how you are going to pay a vendor (from your organization’s Earned Income, Developmental, or Event-by-Event funds), you will need the following items:

1. An invoice from the vendor
2. An engagement or service agreement
3. The appropriate financial form (either a Direct Payment Voucher (DPV) or Requisition form)

**What information must be on an invoice?**

Each invoice **must** include:

* Performer's name
* Address
* Phone number
* Social security or FEIN number
* List and cost of services
* Who the check should be made out to (Individual or Company Name)
* Where the check should be mailed
* A signature from the vendor
* *A sample invoice is available to student organizations on the SLD webpage:* [*http://www.neiu.edu/~sld/forms/*](http://www.neiu.edu/~sld/forms/)*.*

**When do I use a Direct Payment Voucher (DPV)?**

* To pay individuals from $1-$499.99 (under $500)
* If an individual is to be paid $500 or more, you will fill out a Requisition form.

**When do I use a Requisition form?**

* Used to pay businesses or companies that accept Purchase Orders (PO's).
* Can also be used to pay individuals being paid $500 or more.

**Engagement and Service Agreements:**

* Engagement and Service agreements are “contracts” used by the University for vendor/service arrangements. Engagement Agreements are typically used for individual performers and Service Agreements are typically used for Vendors providing a specific service. Should you have questions about which to use, please feel free to contact SLD staff. Engagement and Service Agreements are available on the SLD webpage: [*http://www.neiu.edu/~sld/forms/*](http://www.neiu.edu/~sld/forms/)*.*

**As a student, am I allowed to sign any contract?**

* No you are not. Signing any contract with an outside vendor hold you legally responsible. As this is a university/student organization event, never sign a contract. Should you have any questions about this, please contact SLD staff.