# **Athletic Officials Checklist**

## [ ]  **Evidence of Terms of Agreement**

* Must clearly state how much they will get paid for their services (prior to supplying the services), if not currently listed on Athletic Official Fee Schedule *(housed by Purchasing & Accounts Payable)*
	+ Email is acceptable

## [ ]  [**W-9**](https://www.irs.gov/pub/irs-pdf/fw9.pdf)

* Payee is required to submit their W-9, as this is a taxable service

## [ ]  [**Standard Voucher**](https://www2.cortland.edu/offices/purchasing-office/travel-guidelines/forms/Standard%20Voucher.pdf)

1. Areas to complete on Standard Voucher:

### **Top portion – Payee Information**

1. Payee Name (first & last)
2. Email Address
3. Address (Street, City, State Zip)
	* + - 1. *(where the check will be mailed to)*

### **Middle Section – Description of Material/Service**

1. Date(s) and goods/services provided
2. Total
3. Net = Grand Total to be paid

### **Payee Certification**

1. Payee signs (no e-signature allowed)
2. Date

### **Supervisor’s Certification**

1. Dept Chair signs (no e-signature allowed)
2. Title
3. Date

### **Cost Center Unit**

1. Add account # to charge
2. Receipts & Backup
	1. [ ]  Scan voucher & backup and combine into (1) PDF with Standard Voucher.
		1. [ ]  Email fully signed Standard Voucher and backup to accounts.payable@cortland.edu.

**Standard Voucher cannot be digitally or e-signed.**

**Signature Types:**

**NOT Allowed:**

1. Typed signature:



1. Digital Signature:



**ALLOWED (original signature scanned):**

1. Original, scanned

