

RSO Resource Guide: Contract FAQs

Occasionally, RSOs wish to enter into agreements or contracts with outside vendors. SLICE is happy to help your RSO be successful. **RSO members, officers and advisors are not permitted to sign any contracts or agreements for an RSO.** Contract requests must be submitted at least four (4) weeks in advance. Here are some frequently asked questions in regards to contracts.

When do I need a contract?

Anytime you are exchanging money for a service, i.e. performers, facility rental, DJ, photo booth, photographer, catering, etc.

How far in advance should I submit a [Contract Request Worksheet](#)?

Four (4) Weeks in advance.

When should I submit my EPR?

As early as possible. Don't forget, the Contract Request is due four (4) weeks in advance, and an EPR is required.

What is a Zero Dollar agreement?

This is an agreement SLICE can produce to protect your RSO when a unpaid visitor is coming to your special event to keep your RSO safe. Zero Dollar requests are due two (2) weeks in advance, and require an EPR.

Can I sign a contract or agreement for my RSO?

No! If you choose to sign an agreement or contract, SOFS will not be able to pay it.

Will I get a copy of the contract?

Yes! Once the Director of SLICE and the outside vendor have signed the agreement, you will get a copy via DocuSign. Use this document to submit a Payment Request with SOFS.

Does our RSO need to pay taxes?

Maybe. If you are contracting with an individual from out of state, your RSO has the option to pay for the required taxes.

Does our RSO need to get tax documentation?

No. SLICE will include required tax documentation during the signing process.

Do we need insurance?

Sometimes. We will request a Certificate of Insurance during the signing process. For additional insurance questions, please reach out to Chris Tran.

I have more questions...

Great! Start with Melissa Griffith Phelps, Assistant Director, Student Organizations in Student Leadership, Involvement & Community Engagement: involved@unl.edu

If you have further questions, please reach out to us!

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