

LETTER OF AGREEMENT

*Type or complete legibly in ink. Submit original Letter of Agreement along with a completed Voucher. If this is the first time the individual/group is being paid by the University, a completed Vendor Information Form must also be submitted**.*

Date: _____

As a registered organization, student groups operate independent of the University. This agreement is entered into by the registered organization and does not contractually obligate the University.

This is to confirm the agreement between:

(Registered Student Organization)

and _____
(Individual/Group performing services)

Name of Event: _____

Type of Event: _____

Date of Event: _____

Time of Event: _____

Place/Location: _____

Total Fee to be paid: _____

Agreed to and accepted by:

To Be Completed by RSO:

To Be Completed by Vendor:

(Print name of organization representative)

(Print name of person to be paid)

(Signature of organization representative)

(Signature of person to be paid)

(Address of organization representative)

(Address of person to be paid)

(Phone number of representative)

(Phone number of payee)

(Email address of representative)

(Email address of payee)

**The University of Illinois requires a "Vendor Information Form" to be completed in order to process and remit payment. Questions about the Vendor Information Form can be directed to University Payables at 217-244-6482 or 217-244-0427.