Laker Life! Division of Student Affairs

Clayton State University

Working with Vendors

As a student leader, you will engage outside vendors or service providers to support your organization's programming. Use this as an how to do so confidently and in alignment with university policy.

Step 1: Prepare Before Reaching Out

Know what you need before contacting vendors.

- Review your organization's budget and available funding.
- Identify the type of service or product you are seeking (e.g., DJ, catering, inflatables, staging).
- Gather event details: location, date, estimated time frame, and number of attendees.
- Confirm with the department of Laker Life is the vendor is a current vendor.
  - If the vendor is registered in the OneUSG system, gather the following information:
    - Vendor/Business Name
    - Vendor/Business Address
    - Contact Name
    - Contact Email
    - Contact Phone Number

Step 2: Contact Vendor

When contacting a vendor (via phone or email):

- Introduce yourself, your organization, and the purpose of your outreach.
- Be clear that: "We are collecting quotes and exploring vendor options."
  - Verbal and written communication may be legally binding if you are not specific.
- Request a detailed quote, including pricing and service descriptions.
- Inform the vendor that:
  - Clayton State University does not issue deposits.
  - The university is tax-exempt (you can share the exemption certificate if needed).
- A Purchase Order (PO) will be generated prior to the event.
- Payment is issued Net 30 (within 30 days of invoice and service delivery).

Step 3: Ready to Move Forward?

One you have selected a vendor, follow the following steps to begin the formal process.

- Inform the vendor you would like to move forward and confirm the date.
- Send the vendor:
  - Contractor Affidavit
  - Consultant Agreement
- If a service is being provided on campus, request a Certificate of Insurance naming Clayton State University as additional insured.
- If the vendor sends a contract instead of a quote, notify them of the following….Clayton State requires a legal review of all contracts, which may take up to 30 days.

Important Note: Students are not permitted to sign contracts on behalf of the university of their organization. Forward the contract to the Department of Laker Life for contract routing.

Step 4: Submission

Once you have gathered all required documents from the vendor:

- Submit the quote, contractor affidavit, consultant agreement, and COI (if applicable) to the Department of Laker Life for processing.
- All documents must be submitted at least **two weeks** before the event.

Route your paperwork early to avoid delays

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Things to Remember

- Do not sign any agreements or contracts on behalf of the university or your organization.
- Keep vendors updated about changes to your event plans or timelines.
- Respond to emails and calls from vendors
- Avoid language that commitments the university before approvals are complete.
- Do not promise payment or make unofficial commitments.
- Maintain records of all communication including emails, quotes, and agreements.
- Follow up after calls with a written summary to ensure both parties share the same understanding of needs.
- Do not assume anything is confirmed until Laker Life has verified documentation is complete and a PO has been issued.
- Ask questions if anything is unclear. It is better to clarify than to assume.