

EVENT PLANNING AND BUSINESS OPERATIONS

- Will any individual vendor invoice total more than \$2,499? If eligible to go through UGA Processes, these will require a UGAmart Purchase order.
- Is there going to be a contract needing execution (terms and conditions, legal liabilities, etc.)? Turnaround time could be 3-4 weeks depending on complexity of situation so plan accordingly
 - UGA Foundation: catering, venue with catering included or alcohol licensing needed, etc.
 - UGA Procurement (UGAmart): venue without alcohol licensing, rentals, décor, floral design, photo booths, etc.
- Are you hiring a UGA employee (incl. student asst. & Grad Asst.) outside of the unit for which you are event planning (musicians/performers, technical support, etc.)?
 - Must have preapproval via Special Pay/Extra Compensation Request form. This will be a payroll transaction to be coordinated with their Home Dept and the requesting dept.
- Is the Vendor set up in UGA Financials, UGAmart and/or FAME?
 - For UGA Financials/UGAmart:
 - Supplier Registration website: <https://suppliers.uga.edu/>
 - NOTE: to be included in UGAmart, they must select “Accepts Purchase Requests”
 - For UGAF FAME:
 - Vendor should provide a current W-9 (will be submitted via SendFiles to UGAF Expenditure Control when the check request is submitted)
- Sales Tax?
 - If processing through UGA processes, please provide vendor with Sales Tax Exemption Form that is available at: <http://www.busfin.uga.edu/forms/salestax.pdf>
 - If processing through UGAF, any applicable GA sales tax must be included (Out of state vendors may not have a sales tax agreement with the State of GA so sales tax may not be included – UGAF would add USE TAX to the check request)
- Will any vendor invoice be greater than \$25K if processing through UGAmart? If so, please reach out to the unit's business office ASAP to determine if the procurement bidding process will be required.
- Will any vendor invoice be greater than \$10K if processing via UGAF FAME? Please reach out to the unit's business office ASAP to obtain a UGAF purchase request from UGAF Expenditure Control
 - Note: Catering is excluded but due diligence to obtain the best value is expected and should be documented.
- Is this a DAR Event with a cost of more than 10K? Please have DAR Unit complete an Essential Purchase Request with a breakdown of costs to be approved by VP of DAR office.