

Contracts

EVERYTHING YOU WILL WANT TO KNOW

What would I need a contract for?

If you're hiring or contracting services (guest speakers, coaches, instructors) or renting/using space off campus, you may need a contract in order to pay them!

Why do I need to go through The University if this is just for my club?

If something goes wrong and the University isn't on The Contract, then whoever signed The Contract is responsible. In order for the University to be held responsible, someone with contract approval must sign the contract. It's to your advantage to go through the proper channels!

How do I get a contract signed?

To get a contract signed, talk with the ASUPS Office Manager, Deborah Hope (dhope@pugetsound.edu) and she will connect you with the right staff member (Serni Solidarios, Sarah Comstock or Human Resources) for your specific contract.

Please allow some time for contracts to get signed!

For questions about payment,
please email asupsdbs@pugetsound.edu

Other Questions?

email dhope@pugetsound.edu



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