

- Direct all performance contract payment questions to the Purchasing and Accounts Payable office.
- DO NOT EMAIL COMPLETED W-9 FORMS. *It is against the WKU Information Security Policy #5.5010 to email forms with social security numbers on them.*
- Contracts with individual people must be accompanied by a W-9 for that person and a Determination of Contractor Status Form.
- Contracts with agencies must be accompanied by a W-9. *(No Determination of Contractor Status Form necessary)*
- All Contracts and W-9 information must match. This is especially important with contracts with an individual person. *The full name of the individual is required (ex. Charles A. Jones- correct, Chuck A. Jones- incorrect, do not use nicknames).*
- All performance contracts must be approved and signed by Jim Cummings (CFO) before going to Purchasing and Accounts Payable. Performance contracts can be scanned and filed in TopShop in the delivery section (not the justification section).
- All Determination of Contractor Status Forms must be approved and signed by David Lewis. *NOTE: All approved/signed documents will be packaged together and sent directly from the CFO's office to Purchasing and Accounts Payable.*
- Purchasing and Accounts Payable will contact TopShop users when a vendor (contracted individual or agency) is officially in the TopShop system. This means you may now create a requisition.
- Requisitions will only be approved 1 week before payment is due. If requisitions are submitted any sooner Purchasing and Accounts Payable will cancel them.
- For group training sessions on this topic please contact Pam Davidson.
- Blank Performance Contract, W-9 Form, and Determination of Contractor Status Form can be found at the following link under 'Purchasing':
<https://www.wku.edu/finadmin/forms/>

Contact Information:

Chief Financial Officer: Jim Cummings, jim.cummings@wku.edu, 5-2035

Chief Buyer/*Purchasing and Accounts Payable*: Maxine Hardin, maxine.hardin@wku.edu, 5-4252

Tax Compliance Accountant/*Office of CFO/Contact for Determination of Contractor Status*: David Lewis, david.lewis@wku.edu, 5-5859