



Service Agreement between Registered Student Organizations and University Departments

This agreement needs to be completed when a Registered Student Organization (RSO) desires to use a service of a Western Michigan University department.

Purpose

1. To agree on the service to be performed and the total fee for the service.
2. To verify the fund and cost center for the RSO.
3. To verify that the RSO has adequate funds to pay for the desired service.

Process for completing the agreement

1. University department and representative from RSO complete the form to agree on the service and fee before the service is provided.
2. University department faxes it to the RSO Financial Advisor at 387-2554.
3. RSO Financial Advisor verifies the fund and cost center and verifies adequate funds in RSO's financial account.
4. RSO Financial Advisor faxes the signed form back to the University department.
5. If the fee changes, the University department must contact the RSO Financial Advisor at 387-2484 to verify adequate funds.
6. University department charges the RSO financial account after the service is provided.

If a University department does not receive approval of this agreement from the RSO Financial Advisor prior to charging a Registered Student Organization for a service, the University department may be responsible for the charge.

Today's Date _____	
Registered Student Organization Name _____	
RSO Representative's Name _____	Position _____
RSO Representative's Phone Number _____	E-mail _____
University Department _____	
Department Staff Name _____	
Department Phone Number _____	Dept. Fax _____
RSO Event _____	Date(s) of Event _____
Desired Services _____	
RSO Fund/Cost Center _____	Total Fee for Service _____

RSO agrees to the following conditions when applicable:

1. RSO members and guests will comply with all state and federal laws and all University and Student Activities and Leadership Programs (SA&LP) policies and procedures during said event.
2. RSO members are solely responsible for the condition of all University facilities, equipment and property pursuant to this agreement and will pay all damages or losses to the University within 30 days of the billing date. The RSO hereby authorizes University staff to deduct the above noted fee for the service(s) contracted from the RSO's account without further notice or the obtaining of additional signatures.

Signature of RSO Representative _____	Date _____
Signature of Department Staff Member _____	Date _____
Signature of RSO Financial Advisor _____	Date _____
verifies adequate funds exist in RSO's account	