

Signature Venue Event Agreements

A signature venue is a supplier with whom the University has negotiated a main event agreement to simplify the contracting process. You may review the list of [signature venues and examples](#) of the negotiated event agreement templates.

Agreement review and signature from Purchasing Services is not required if the signature venue agreement is valued at \$15,000 or less AND being paid with a OneCard.

All signature venue agreement requests that are over \$15,000 or being paid with a Contract Payment Form should be submitted at least seven business days prior to the event or requiring payment, whichever comes first. This includes the requirement for a deposit to secure the venue.

Please note that only one company can be paid per Contracts+ contract request. For example, if you are contracting with a venue and a different caterer for the same event, these agreements must be submitted as two separate contract requests.

For Signature Venue Event Agreements \$15,000 or less:

Please note, signature venue event agreements that are \$15,000 or less AND are being paid with a OneCard do NOT need to be processed through the Contracts+ module of the PantherExpress System.

- ☐ The University department contacts the signature venue to plan arrangements.
- ☐ The University department requests the University-negotiated event agreement template from the signature venue and must confirm that the signature venue sent the correct agreement template by comparing it to the [negotiated template](#).
- ☐ The University department must review all event details, terms, and conditions in the signature venue agreement carefully to understand the entire agreement.
- ☐ If alcohol is served at University-sponsored events, including cash bars (i.e., the University is not paying for the alcohol, but alcohol is still being served in connection with the event), then the University department is required to obtain written exception approval in accordance with University Policy [FN 28](#). See the "General" section of the Expense Reimbursement Eligibility Quick Reference Guide at the end of the policy for more information. A list of exception approvers can be found at the beginning of the policy. This approval is NOT submitted to Purchasing Services but kept at the departmental level and either a) submitted with an expense report when reconciling the OneCard charge in Concur or b) with the invoice when processing for payment through the Contract Payment Form.
- ☐ A list of attendees, including non-University employees is required to comply with IRS provisions, in accordance with University Policy [FN 28](#). See the "Business purpose meals, meetings, and events" in Section I of the policy for more information. Like the serving of alcohol above, this attendee list is NOT submitted to Purchasing Services but is kept at the departmental level and either a) submitted with an expense report when reconciling the OneCard charge in Concur or b) with the invoice when processing for payment through the Contract Payment Form.

Checklist for Signature Venue Event Agreements

- ☐ The University department obtains signatures on the signature venue agreement from both the signature venue and the departmental approver. All agreements must be signed by both parties to be fully executed and for payments to be processed against them, regardless of the payment method used.
- ☐ A current certificate of liability insurance (COLI) for each signature venue is kept on file by Purchasing Services. [The COLIs do not all meet University requirements](#). By choosing to use a signature venue, the department requestor is risk accepting the insurance gaps.
- ☐ If payment will be made by any method other than with a OneCard, the University department must submit a PantherExpress Contracts+ conference and event request selecting the contract type "Conference & Event - Signature Venue." The SIGNED signature venue agreement and all supporting documentation (i.e., University Communications & Marketing approval email to use the Pitt logo or name) must be attached when submitting the contract request. If the University department does not have the signed signature venue agreement and all the supporting documentation, **STOP**. Do not enter the contract request into Contracts+ until all applicable documentation is obtained.
- ☐ After approval in Contracts+, the Contracts+ record will change to a contract status of "Executed: In Effect." At that time, the required deposit or payment can be made in accordance with the guidance below.
- ☐ The University department should follow and monitor the signature venue agreement through the Contracts+ workflow process until it is in "Executed: In Effect" status.

For Signature Venue Event Agreements over \$15,000:

- ☐ University department contacts the signature venue to plan arrangements.
- ☐ The University department requests the University-negotiated event agreement template from the signature venue and must confirm that the signature venue sent the correct template by comparing it to the [negotiated template](#).
- ☐ The University department must review all event details, terms, and conditions in the signature venue agreement carefully to understand the entire agreement.
- ☐ If alcohol is served at University-sponsored events, including cash bars (i.e., the University is not paying for the alcohol, but alcohol is still being served in connection with the event), then the University department is required to obtain written exception approval in accordance with University Policy [FN 28](#). See the "General" section of the Expense Reimbursement Eligibility Quick Reference Guide at the end of the policy for more information. A list of exception approvers can be found at the beginning of the policy. This approval is NOT submitted to Purchasing Services but kept at the departmental level and either a) submitted with an expense report when reconciling the OneCard charge in Concur or b) with the invoice when processing for payment through the Contract Payment Form.
- ☐ A list of attendees, including non-University employees is required to comply with IRS provisions, in accordance with University Policy [FN 28](#). See the "Business purpose meals, meetings, and events" in Section I of the policy for more information. This approval is NOT submitted to Purchasing Services but kept at the departmental level and either a) submitted with an expense report when reconciling the OneCard charge in

Checklist for Signature Venue Event Agreements

Concur or b) with the invoice when processing for payment through the Contract Payment Form.

- ☐ The University department must submit a PantherExpress System Contracts+ conference and event contract request selecting the contract type "Conference & Event - Signature Venue."

Departments must attach in the contract request –

- the UNSIGNED signature venue agreement;
- a properly completed and approved [directed or sole source justification form](#);
- and all supporting documentation (e.g., University Communications & Marketing approval email to use the Pitt logo or name)

If the University department does not have the unsigned signature venue agreement and all of the supporting documentation, **STOP**. Do not enter the contract request into Contracts+ until all applicable documentation is obtained.

- ☐ A current certificate of liability insurance (COLI) for each signature venue is kept on file by Purchasing Services. [The COLIs do not all meet University requirements](#). By choosing to use a signature venue, the department requestor is risk accepting the insurance gaps.
- ☐ Once submitted and approved by your department approver, the contract request will route to Purchasing Services Conference and Events senior buyer for review. The senior buyer will post a request for acknowledgement in the contract request discussion thread. The department requestor is required to review the signature venue agreement and discussion thread posts and must respond with their acknowledgement to the terms through the discussion thread. Purchasing Services must sign the signature venue agreement. Again, do not sign the signature venue agreement template at the department level.
- ☐ After approval in Contracts+ and signatures by both Purchasing Services and the signature venue, the Contracts+ record will change to a contract status of "Executed: In Effect." At that time, the required deposit or payment can be made per the guidance below.
- ☐ The department should follow and monitor the signature venue agreement through the workflow process until it is in "Executed: In Effect" status.

Payments:

Each signature venue agreement should use only one [payment method](#) for the life of the executed signature venue agreement.

Note: Payments are not processed by Purchasing Services. [Payment methods](#) are by OneCard or through Payment Processing and Compliance. Questions on how to process payments should be directed to [PPT Customer Service](#).

- **Value \$15,000 or Less:** Preferred payment by OneCard:
 - ☐ *OneCard Payment:* Provide the signature venue with your OneCard information and then submit an expense report using [Concur](#). Attach a copy of the fully signed signature venue agreement and the invoice(s) to your expense report.

Checklist for Signature Venue Event Agreements

- ☐ *Contract Payment Form*: Once the Contracts+ record has a status of “Executed: In Effect,” the department requestor must create and submit a [Contract Payment Form](#) (under Specialty Forms in the PantherExpress System). The department requestor must submit the invoice(s) against the Contract Payment Form purchase order.
- **Value Greater than \$15,000**: You may use your OneCard or create a Contract Payment Form:
 - ☐ *OneCard Payment*: If your OneCard has sufficient transaction limits, provide the signature venue with your OneCard information and then process the charge using [Concur](#). Attach a copy of the fully signed signature venue agreement and the invoice(s) to your expense report.
 - ☐ *Contract Payment Form*: Once the Contracts+ record has a status of “Executed: In Effect,” the department requestor must create and submit a [Contract Payment Form](#) (under Specialty Forms in the PantherExpress System). The department requestor must submit the invoice(s) against the Contract Payment Form purchase order.