

Event Agreements

Procurement and Business Services



Welcome to the Event Agreements Resource Guide. To protect Georgia Tech (GT) and comply with State Accounting Office policy, departments must have signed agreements in place before events. Please send agreements to Procurement for review and signature well in advance to allow time for negotiation and compliance documentation.

Routing for Event Agreements

Note: If a contract requires a signature for an event in the current fiscal year, submit a procurement requisition in Workday and select the “signature required” attachment category to route it to Procurement for review and signature.

Submit a ServiceNow ticket if the agreement is for:

- Future year hotel and event bookings.
- Hotel room blocks paid by individuals (no GT funds).
- Direct payments by the GT Foundation.

How to Submit a ServiceNow Ticket

- Go to the [ServiceNow](#) website.
- Click **Login for Enhanced Services**.
- After login, click **Financials**.
- Scroll down and click **Procurement**.
- On the right side under **Quick Links**, click **Request Help** to submit a ticket.



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Procurement and Business Services

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Note: If an event is scheduled for a future fiscal year but requires a deposit in the current fiscal year, submit a procurement requisition in Workday for the deposit amount only. Submit a separate requisition for the remaining balance during the fiscal year of the event.

Compliance Documentation Needed

- **E-Verify Affidavit** - requested by Procurement, completed by the vendor.
- **Certificate of Insurance** - requested by Procurement, completed by the vendor.
- **Certification of Funding for Reservations** - requested by Procurement, completed by the department.
- **Food & Group Meal Form** - requested by Procurement, completed by the department. Required for institutional or sponsored funds; not needed if using Foundation or Georgia Tech Research Corp funds.
- **Campus Alcohol Form** (for on-campus events only) - requested by Procurement and completed by the department.

Timeline for Review

Agreements often need review and mark-up to comply with state guidelines. Submit agreements well in advance to allow time for review and negotiation.

Who Can Sign an Agreement

Please refer to the **Delegation of Presidential Authority** for a list of individuals authorized to obligate Georgia Tech to a contract. Generally, only a contracting officer in Procurement can sign agreements. Unauthorized signers may be personally liable for any vendor charges.



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