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# UTC Campus Recreation

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# CLUB SPORTS

Dear Venders,

Thank you for partnering with UTC in support of Club Sports! Club Sport teams incur various expenses, such as, for Officials, Facility Rentals, Association Fees, Equipment, and Apparel. In order for The University to make direct payments on behalf of any respective Club Sport, all Venders must complete, sign and return these vender forms:

**\*Original signatures required to process**

1. Request for Special Payment (Officials Only) \*
2. Business Classification Form
3. Vender Payment Selection Form \*
4. W-9 \*
5. Worker Classification Questionnaire \*

**Please return all Forms to:**

UTC Campus Recreation

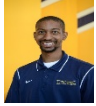
601 East 5<sup>th</sup> Street

Dept. 7056

Chattanooga, TN 37403

This process is vital to the success of Club Sports, because certain expenses cannot be reimbursed to Club members. Therefore, the Club Sports program prefers to pay direct when possible, so students do not incur any personal expenses. For best practice, all vender forms should be submitted 2-weeks prior to any services offered. Currently established venders may not need to complete these forms again, with the exception to venders who may have changed addresses or bank accounts etc. Please contact Coordinator of Club Sports for more information as needed.

Sincerely,



Eddrick Brooks

Coordinator of Club Sports

423.425.2203

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