

## CLASSROOM VISITING ARTISTS

### W9s, Contracts, and Online Form

1. Email your Chair the request with this information:
  - Artist/ Speaker Name
  - Date of class visit
  - Class you are requesting this for
  - Payment amount you are requesting
2. After your Chair has approved your request fill out the Classroom Guest Payment Request :
  - The form can be found on Academic Affairs MCAD Intranet page. Here is a link:  
[https://docs.google.com/a/mcad.edu/forms/d/1HTqXrYrn8Az\\_ZrTlkWVCK1vyITcTRynHuuY3qpfaBoM/viewform](https://docs.google.com/a/mcad.edu/forms/d/1HTqXrYrn8Az_ZrTlkWVCK1vyITcTRynHuuY3qpfaBoM/viewform)
  - Fill out the form in its entirety.
  - After the form is submitted, the information is automatically entered into a spreadsheet that Academic Affairs checks daily.
3. Academic Affairs fills out the check request and waits on the W-9 \*and contract if necessary.
4. Have the class visitor fill out the W9 form when they come to your class, or email it to them ahead of time for completion. Turn in the completed form to the office of Academic Affairs.
5. Academic Affairs will complete your request and send on to Accounts Payable to be processed. (this can take a few days to get all appropriate signatures)
6. Please allow up to 10 business days for your request to go through (from the time AA sends your request to AP)
7. If your visitor has not received payment within 15 business days – please contact us and we will attempt to remedy the situation.

Once approved – NEW VENDORS will need a W-9 and possibly a contract...

#### **WHAT IS A W-9?**

A W-9 is used to verify all independent contractors – an independent contractor is ANY INDIVIDUAL OR COMPANY that we are requesting payment for. This is a one-time deal. Once they fill it out for MCAD – they never have to again! (Unless their information changes)

#### **WHO NEEDS A W-9?**

Everybody and Every Company who wishes to be paid! (not necessary for those not requesting payment)

\*\*International Visitors – please see Osla Thomason

#### **WHO NEEDS JUST A W-9 WITHOUT A CONTRACT?**

Visiting Speakers or people who pop in for an hour or two to talk to your class about whatever they specialize in, etc.

#### **WHERE CAN I GET A W-9?**

W-9's are located on the Business Office's MCAD Intranet page under "Downloads." Or the Office of Academic Affairs has them available.

#### **CAN I GET AWAY WITH NOT HAVING A W-9 FOR MY SPEAKER/VISITOR?**

No No No No and No – the request will not be processed without the proper paperwork.

#### **WHO GETS A CONTRACT AND W-9?**

Visiting Artists or people being paid to come in to do a SPECIFIC task. i.e. judging/panel members/all day demonstrations or workshops

## REIMBURSEMENTS

**\*All receipts must be original**

### ALL REIMBURSEMENTS

1. All reimbursements must be approved by Chair.
2. After you receive Chair approval, fill out the Faculty Payment/Reimbursement Request form.
  - The form can be found on the Academic Affairs MCAD intranet page. Here is the link:  
[https://docs.google.com/a/mcad.edu/forms/d/1KbDEJxmZknaThPedx2diM\\_1-vV1XVsjv3kJea354v6s/viewform](https://docs.google.com/a/mcad.edu/forms/d/1KbDEJxmZknaThPedx2diM_1-vV1XVsjv3kJea354v6s/viewform)
  - Fill out the reimbursement section of this form in its entirety. Be as thorough as possible with reimbursement explanation.
  - After the form is submitted, the information is automatically entered into a spreadsheet that Academic Affairs checks daily.
3. Bring receipts for reimbursement to the office of Academic Affairs.

### REIMBURSEMENTS UNDER \$100...

#### Petty Cash

1. Any faculty reimbursement totaling \$100 or less will be processed as a petty cash request.
2. Academic Affairs will email faculty member when Petty Cash form is ready for them
3. Faculty takes form down to Business Office window to be reimbursed

### REIMBURSEMENTS OVER \$100...

#### Check Request

1. Any faculty reimbursement totaling more than \$100 will be processed as a check request.
2. Checks will be mailed to faculty.

### SUBSTITUTE TEACHING

1. All substitute teaching must be approved by Chair.
2. Only current MCAD employees on payroll can substitute teach.
3. After you receive Chair approval and have found someone to teach your class, fill out the Faculty Payment/Reimbursement Request form.
  - The form can be found on the Academic Affairs MCAD intranet page. Here is the link:  
[https://docs.google.com/a/mcad.edu/forms/d/1KbDEJxmZknaThPedx2diM\\_1-vV1XVsjv3kJea354v6s/viewform](https://docs.google.com/a/mcad.edu/forms/d/1KbDEJxmZknaThPedx2diM_1-vV1XVsjv3kJea354v6s/viewform)
  - Fill out the substitute teaching section of this form in its entirety.
  - After the form is submitted, the information is automatically entered into a spreadsheet that Academic Affairs checks daily.
4. Payment for substitute teaching will be added to the substitute's next payroll check (paperwork for faculty is due on Monday 1 week before the pay date, if this deadline is not met the payment will be on the next check).