**TOOELE COUNTY FAIR PAYMENT POLICY**

**1. NEW VEDOR FORM MUST BE SUMITTED (IF NOT PERVIOUSLY IN SYSTEM)**

**2. W9 FOR MUST BE COMPLETED ON ALL NEW VEDORS.**

**3. PURCHASE REQUEST FORM MUST BE SUBMITTED WITH INVOICE OR CONTRACT ATTACHED.**

**4. TURN ALL FORMS INTO FAIR CHAIR OR PARKS DIRECTOR**

**5. IF REQUESTING CASH USE A PURCHASE REQUEST FORM, STATE REASON AND AMOUNT NEEDED. AN AWARD BREAKDOWN SHOULD BE INCLUDED.**

**6. ALL AWARDS PAID OUT WILL HAVE TO BE RECORDED ON THE TOOELE COUNTY FAIR PAYOUT RECORD COMPLETE WITH W9’S, AT NO TIME WILL AN AWARD BE PAID OUT IF THE INFORMATION AND THE W9 IS NOT COMPLETED. (All derby Contestants will fill out a W9 and will only have it filled on awards of $300 or more).**

**7. A W9 IS REQUIRED FOR ANY PAYMENT THAT EXCEEDS $300.00**

**8. ALL COMPLETED RECORDS WILL BE TURNED INTO THE FAIR CHAIRMAN.**

**9. ANY CASH NOT AWARDED OR CHECKS NOT RECEIVED WILL BE RETURNED TO THE FAIR CHARMAN FOR RETURN TO THE AUDITOR.**

**10. VENDOR, ARTIST AND SERVICE PAYMENTS WILL BE DISTRIBUTED VIA TOOELE COUNTY CHECK.**