

**NIAGARA UNIVERSISTY CLUB SPORT PAYMENT VOUCHER  
FOR INDEPENDENT CONTRACTOR**

(Used for Officials, Linesmen, EMTs, Scorekeepers, etc.)

**Process for Submitting Independent Contractor (IC) Form:**

1. IC forms should be filled out by the individuals providing services (i.e. official, EMT, scorekeeper) before the event starts. *The club sport officer is responsible for ensuring the handwriting is legible on this form.*
2. Once form is completed, it should be turned into the Kiernan Center front desk. The form **MUST** be turned in immediately after the event for appropriate processing and payment.
3. If for any reason an IC form is not completed and submitted immediately after the event, the club should e-mail the club sport administrator at [clubsports@niagara.edu](mailto:clubsports@niagara.edu) and provide an explanation of why IC form was not turned in.
4. Clubs not adhering to the process for submitting IC forms are subject to disciplinary actions.

SPORT: \_\_\_\_\_ Payment for: \_\_\_\_\_ Fee: \_\_\_\_\_  
(Official, EMT, Scorekeeper)

Day and Date of Contest: \_\_\_\_\_ Opponent: \_\_\_\_\_

**For tournaments, please list all games worked below (use back of page if more space is needed)**

Opponent: \_\_\_\_\_ Fee: \_\_\_\_\_

Opponent: \_\_\_\_\_ Fee: \_\_\_\_\_ Total Fees Owed: \_\_\_\_\_

Location of Event: \_\_\_\_\_

**Must be completed by Independent Contractor for payment:**

*NOTE: Please ensure handwriting is legible or the payment cannot be processed.*

Name (Print): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

SS#: \_\_\_\_\_ \*

Phone#: \_\_\_\_\_

Signature: \_\_\_\_\_

Approved: \_\_\_\_\_

(Independent Contractor)

(Club Officer Signature)

**Voucher must be signed by independent contractor and club sport officer approving payment. This is to certify that the assigned duties were performed.**

**\*NOTE: In order to get paid, there must be a social security number listed. If you prefer to call it in, you can contact John Spanbauer, Director of Recreation, at 716-286-8055.**