



SALT LAKE COUNTY
Contracts and Procurement Division
CONFERENCE SPEAKER REQUEST

REV 04.26.18

- * LESS THAN OR EQUAL TO \$3,500: Speaker Request Form is not required.
- * GREATER THAN \$3,500: Must be approved by Contracts and Procurement prior to purchase.

Requisition Number: _____ Date: _____

Note: Please click on the grey fields to insert your information. Complete all fields below. Requests missing information will be rejected and returned to requestor for completion. Upon completion of this form, please send it to the appropriate buyer.

The procurement of speakers to provide a speech or lecture is appropriate when the services of an individual possessing a high degree of subject matter expertise, knowledge, or specific experience plays an important part; or if it otherwise qualifies under County Ordinance 3.20.030 A.(6)(m).

It is anticipated the procurement will result in a (check one):

- Purchase Order
- County Standard form contract
- Speaker prepared contract

Department Requesting
 Authorization:
 Division:
 Contact Person and Title:
 E-mail Address:
 Phone Number:

Event speaker needed for:
 Cost: Specify professional fee & expense reimbursement if allowed
 Recommended Speaker:
 Contact Person:
 E-mail Address:
 Phone Number:
 Address including zip code:
 Vendor number:

Submit a Completed W-9 form if no vendor number exists.



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CONFERENCE SPEAKER REQUEST

REV 05.03.10

Complete all fields below and include as much detail as possible:

GENERAL INFORMATION

- 1 Describe the conference, event, or function for which services are proposed:
2 Justify the expertise, knowledge or specific experience why the requested speaker is needed:
3 Has this speaker been used by the County before?
4 Attach a copy of all documentation such as a quote, speaker prepared contract, etc., that have been submitted by the potential speaker.
5 Complete disclosure must be included with this request if the requestor has any personal, financial or fiduciary relationship with the recommended supplier

NOTE: By signing, the agency is certifying the information is accurate. Final decision will be determined by Contracts and Procurement.

Requested by:

Buyer Recommendation:

Agency Signature Date

Title: _____

Approved:

Purchasing Agent Date

Buyer Signature Date