

**WI State Council SHRM**  
**Contract Signature/Approval Process**

- **State Conference Co-Chairs**
  - **Anything under \$5,000 can be signed by the Co-Chairs of the conference; however the Treasurer should be kept in the loop and be copied on the final version of all contracts.**
  - **Anything above \$5,000 should be sent to the State Council Director through the Treasurer and/or Conference Liaison Director.**
  - **W-9's are a requirement for all speaker or vendor contracts in the amount of \$600.00 or more. MDS will send 1099's at the end of the year. They also keep a list in QuickBooks tracking whose they have and those missing.**
- **State Council Director**
  - **For all other contracts not affiliated with the State Conference, the Director will sign if over the value of \$2,500. Anything below \$2,500 can be signed by the Treasurer.**
- **Miscellaneous**
  - **Our legal name is Wisconsin State Council SHRM and should be reflected as such on all contracts.**