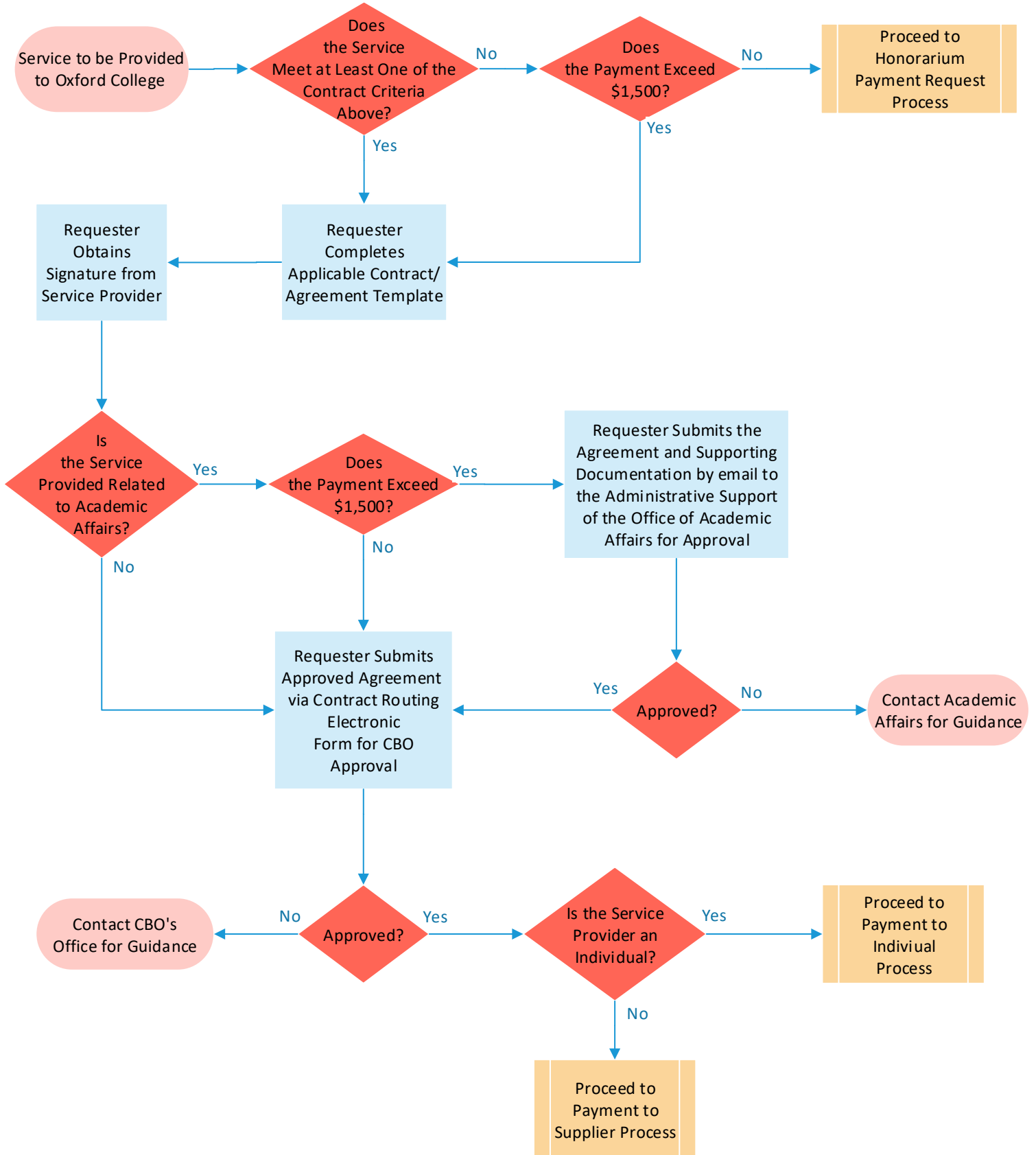




A contract is **required** when: 1) there is an expectation of work or performance, 2) the possibility exists that damage can be done to buildings or grounds, 3) the possibility exists that people can be harmed or injured, 4) Oxford College would need recourse for unforeseen events/no-shows, or 5) it's **not** a voluntary payment (Honarium payment).



**NOTE:** The contract review and approval process can take up to 10 business days.