

How to Pay Sport Club Officials

Most Sport Clubs will want or need officiating services during the school year for games or competitions. This Guide will help teams pay officials according to University policy and ensure payment is made in a timely manner.

Officials that work for Princeton Sport Clubs:

- Are considered Service Providers for the University.
- **MUST** be paid by the University through Finance and Treasury and the Sport Club Office.
- Cannot be paid by students out-of-pocket.
- Cannot be paid until they have worked the game(s).

There are 3 types of Sport Club Officials:

1. University Students and Employees (Individual)
 - Are NOT paid the same as Non-Students or Non-Employees.
 - Are paid by Princeton University through the individual student/employee's Payroll procedure.
 - May be subject to State and Federal Withholding.
2. Non-University Students and Employees (Individual)
 - Are paid by Purchase Order or Non-Purchase Order Requisitions through Finance and Treasury (Status is Determined by Finance and Treasury).
 - **MUST** be set up as a Supplier through Finance and Treasury before payment can be made.
3. Governing Body or Officials Association
 - Funds for individual games or full seasons are provided to the Governing Body or Officials Association.
 - Individual Officials are not paid directly by Princeton.
 - The Association or governing body provides an invoice for services.

Payment Procedure:

1. As soon as you know you will host a competition:
 - Identify the official(s) working the competition.
 - Determine if they are paid directly or through a Governing Body/Association.
 - Provide the names and email addresses of officials to the Sport Club Office.
 - For all Non-Princeton Student/Employee officials:
 - Provide the Princeton [Limited Engagement Agreement](#)
 - For Students/Employees:
 - Verify Princeton ID numbers and submit to the Sport Club Office.
 - This allows for a verification that the Student/Employee is able to be paid for their services.

2. At your competition:
 - Have extra [Limited Engagement Forms](#) (LEA) for Officials.
 - Collect **ALL** LEA forms from **ALL** Officials.
 - **DO NOT** collect any form other than the LEA.
 - The LEA contains all pertinent information to verify if an official is a Supplier, add them as a Supplier, and submit the Payment request.

3. After the Official has worked:
 - Submit the completed LEA form to the Sport Club Office the **Monday** after your competition.