



Contracts and Performance Agreements

The Division of Student Affairs requires a FAU Performance Agreement (FPA) or FAU Addendum attached to Vendor Contracts to bring performers and service providers to campus.

Submission Deadlines

Contracts and FPA requests must be submitted at least **30 business days (6 weeks)** in advance of an event to allow enough time to submit your purchase request to the ASAB Office via Owl Central at least **7 business days** prior to an event.

***Please Note: Your contract will not be processed if it is not submitted on-time**

- Contract and FPA requests can be submitted via Owl Central, [click here](#) to complete a Contract Form.
- The process should be completed in coordination with a **professional staff**.
- Requests will be processed by the Student Affairs Contracts & Administration Coordinator, please contact Matt Hinds/mhinds2@fau.edu if you have any Contracts or FPA related questions.
- Please contact the ASAB Office at 561-297-2879 or asabasst@fau.edu if you have any questions pertaining to this submission process.