

INSURANCE INSTRUCTIONS

All vendors doing business with Southern Illinois University (SIU) must have a current **Certificate of Insurance** on file. The current status of a vendor's insurance certificate may be determined by viewing the **Vendor Insurance Expiration** spreadsheet. Query for a specific vendor (Control "F") by entering part of the vendor's name. In order to protect SIU from risk exposures, view Risk Management's **Indemnification & Insurance Requirements**.

- Minimum insurance limits are listed at the beginning of the Vendor Insurance Expiration spreadsheet. **Corporations are in green** and **Sole Proprietorships are in red**.
- If the vendor is coming on campus to perform a service they must have General Liability, Automobile Liability, and Workers Compensation.
- The Board of Trustees of Southern Illinois University must be listed as Additional Insured on General Liability and Automobile Liability.
- If the vendor's insurance is not current, please have them fax an updated Certificate of Insurance as soon as possible to (618) 453-6714.
- No payments will be made on a Purchase Order or Direct Voucher until Purchasing has a current Certificate of Insurance on file.
- If the P-Card is used and the vendor does not have a current Certificate of Insurance, this may result in the revocation of your P-Card.
- The P-Card may not be used for a vendor who is a Sole Proprietor.

If the vendor has any questions regarding the insurance requirements, they may contact Rich Jarvis at (618) 453-6728 or richardj@siu.edu or Tina Logan at (618) 453-6713 or tlogan@siu.edu.