



SIMPLE FORM CONTRACT (April 2017)
(For services wherein the total cost does not exceed \$1000 plus documented expenses)

I, _____ agree to perform the following services for Mississippi State University, for its _____ for the cost shown below. Payment will not be due until the services below are completed in full to the satisfaction of the department named above.

Description of services: _____

Cost: _____

Contract begins on the date signed by both parties. Contract ends on: _____

Provider address: _____

- This contract incorporates the MSU Mandatory Addendum as shown at <http://www.procurement.msstate.edu/contracts/standardaddendum.pdf>
- This contract is not valid if the cost exceeds \$1000 plus documented expenses.
- This contract is not valid if the provider is a current or prior MSU employee.
- This contract is not valid if the provider is a PERS retiree.
- If this contract is with an individual, the contract is not valid if the HRM 323 is not attached.
- This contract is not valid if a completed W-9 is not attached.
- The provider must complete and submit the Vendor Forms at <http://www.procurement.msstate.edu/procurement/forms/vendordeposit1.xls>
<http://www.procurement.msstate.edu/procurement/forms/vendorinfo1.xls>

No other terms or conditions apply.

Signature of Provider

Date

Don Buffum, CPPO, Director, Procurement and Contracts

Date

This document must be completed and signed prior to services being performed. A copy of the documents should be included with the invoice and Direct Pay Voucher when the department submits the request for payment.