



**MISSISSIPPI STATE UNIVERSITY**

*Office of Procurement & Contracts*

**SIMPLE FORM CONTRACT (April 2012)**

*(For services wherein the total cost does not exceed \$1000 plus documented expenses)*

I, (name of provider) \_\_\_\_\_ agree to perform the following services for Mississippi State University, for its (name of department) \_\_\_\_\_ 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/mandatoryaddendum.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/forms/vendordeposit.xls> and <http://www.procurement.msstate.edu/forms/vendorinfo.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.