



SIMPLE FORM CONTRACT (March 2019)
(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 Standard 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 without HR approval.
- This contract is not valid if the provider is a PERS retiree without HR approval.
- If this contract is with an individual, the contract is not valid if the classification check list is not attached with HR approval.

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.