

(Do not use this form if aggregate total of contract will exceed \$2,000)

## CONTRACT

For Services Up to \$2,000

Between The University of Louisiana at Monroe and

Contractor Legal Name: \_\_\_\_\_ EIN / SSN: \_\_\_\_\_

Contractor Street Address: \_\_\_\_\_ Email: \_\_\_\_\_

Contractor City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Statement of Work:

Maximum Contract Amount for Services (*contract void if fee exceeds \$2,000*): \$ \_\_\_\_\_.

Contract Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Payable as follows:

After Completion \_\_\_\_\_ payments of \$ \_\_\_\_\_ Hourly rate: \$ \_\_\_\_\_

Other: \_\_\_\_\_

Contractor is responsible for the payment of all travel and other expenses related to the service(s) being provided.

**Monitoring Plan: By signing below, ULM Department Head agrees to monitor services and performance.**

ULM Department Head or Approving Agent Signature: \_\_\_\_\_

Department Name: \_\_\_\_\_ Index: \_\_\_\_\_ Fund: \_\_\_\_\_

By signing below, Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract shall be contractor's obligation; Contractor further agrees this contract shall be governed by and interpreted in accordance with the laws of the State of Louisiana, including but not limited to LA R.S. 39:1672.2 - 1672.4; LA. R.S. 39:1551-1736; rules and regulations; executive orders; standard terms and conditions, special terms and conditions; and this Contract.

To Be Read and Signed by **Contractor** if in Mutual Agreement:

To Be Read and Signed by **ULM Purchasing Director** if in Mutual Agreement:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

*This contract is not binding until approved by ULM Purchasing.*