



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

CONTRACT

For Personal, Professional, Consulting or Social Services Up to \$2,000

Between The University of Louisiana at Monroe and

Contractor Legal Name: _____

Contractor Street Address: _____

Contractor City: _____ State: _____ Zip: _____

Contractor hereby agrees to furnish the following services: _____

Contract Start Date: _____ End Date: _____

Maximum Contract Amount for Services (contract void if fee including any expenses exceeds \$2,000): _____

Travel and Other Reimbursable Expenses (mark one only):

Not applicable to contract. Maximum contract amount is for services only.

Maximum contract amount includes travel, lodging, meals, and other expenses.

(Note: Expenses required to be reimbursed subject to PPM 49 State Travel Regulations)

Payable as follows: _____ after completion OR _____ payments of _____
(No. of payments)

Contractor hereby agrees that the responsibility for payment of taxes from the funds thus received under this Contract shall be contractor's obligation and identified under Federal Employer ID or Social Security Number: _____

ULM Department Head Signature: _____ Date: _____

Printed Name: _____ Title: _____

This contract is not binding until signed by ULM Purchasing.

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

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

Name: _____

Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attach this completed Contract to a Campus Correspondence cover sheet, reference the Requisition Number, and deliver to the ULM Purchasing Department, prior to the commencement of services.