

To Generate a Contract



All fields must be completed before submitting

Complete and return to:
Diane Huettl
Office of Finance and Administration, WA238
Minnesota State University, Mankato

Step 1

Purchase Order No. _____ (DO NOT submit this form without a PO Number)

Step 2 - Company or Individual

Guest Lecturer/Speaker/Peformers (over \$3,000) Company Individual (check box below)

Less than a week of services

If more than a week of services, fill out additional Independent Contractor/Employee Status form at: link.mnsu.edu/wcf

Name and Address (No P.O. Boxes) _____

Phone _____ Email _____

When Work Begins _____ When Work Ends _____

Responsibilities (Attach additional information if necessary)

Contact Name and Phone _____

In order to simplify the payment process, please consider including travel expenses with the compensation for fees. This would eliminate the need for receipts. The vendor would receive a negotiated fee which would include travel expenses.

Step 3 - Please Complete Section A or B Below

A: Complete if travel expenses are included with fees - No receipts required:

Total Contract Amount including travel expenses \$ _____

Is Contractor Paid: Per Hour \$ _____ per hour rate Flat Rate \$ _____ Per Task \$ _____

B: Complete if fee and expenses need to be separated - Receipts & CA021 required

Amount to be paid to Company or Individual \$ _____

Is Contractor Paid: Per Hour \$ _____ per hour rate Flat Rate \$ _____ Per Task \$ _____

Reimbursement Amount \$ _____

Total Contract Amount \$ _____

Department _____

Department Contact Person (authorized representative) _____