



Purchasing Department  
 Lucas Administrative Center 617  
 Nunn Drive  
 Highland Heights, KY 41099  
 (859) 572-5265  
 FAX (859) 572-6995

# Speaker/Entertainment Contract

|                        |                      |
|------------------------|----------------------|
| Contract No. PS NKU: S | <input type="text"/> |
| Department:            | <input type="text"/> |
| Account Number:        | <input type="text"/> |

This Contract is made and entered into this  day of , 20  by and between Northern Kentucky University (NKU) and;

NAME:  SSN or EIN

ADDRESS:  CITY:  STATE:  ZIP:

**Services:** The Contractor will perform the services described below:

**PAYMENT:** As fee for the services described, NKU agrees to pay the Contractor a sum not to exceed \$

### AUTHORIZED FEES AND EXPENSES

|                                       |  |                               |                      |
|---------------------------------------|--|-------------------------------|----------------------|
| Hourly: \$ <input type="text"/> /hour | <input type="radio"/> Mileage current NKU rate | <input type="radio"/> Lodging | <b>RESET BUTTONS</b> |
| Fee: \$ <input type="text"/> /service | <input type="radio"/> Airfare                  | <input type="radio"/> Meals   |                      |
|                                       | <input type="radio"/> Other Transportation     | <input type="radio"/> Phone   |                      |

Describe other method of payment, if applicable, and include any expenses that will be paid directly by NKU.

Payment To Be Made:  Upon Completion;  Other

**Contract Dates:** Beginning - , 20 ; Ending - , 20

**Cancellation:** By either party upon 30 days written notice.

### Northern Kentucky University:

Prepared by:

Approved:

Signature/Date

Director of Purchasing or Authorized Representative

Contract provisions on page 2 of this document are part of this contract.

Type or Print Name

Campus Phone #

### Contractor:

This contract form is to be used for services described in KRS 45A.095(1)(f) which include visiting speakers, professors, expert witnesses and performing artists, if it is determined a contract is necessary. Contract is excluded from the provisions of the Personal Service Contract statutes as per OAG 90-124.

Signature/Date

Type or Print Name

Are you a US Citizen: Yes ; No  If no, country of permanent residency:  Visa Status:

SPEAKER/ENTERTAINMENT CONTRACT

**Contract Provisions**

1. The Contractor shall maintain supporting documents to substantiate invoices and shall furnish same if required by Northern Kentucky University. If reimbursement of expenses is authorized, the reimbursement shall be only on an out-of-pocket basis. Request for payment of same shall be processed upon receipt from the Contractor of valid, itemized statements submitted periodically for payment at the time any fees are due. Original copies must be submitted for airline ticket receipts, motel bills, restaurant charges, and rental car charges. All other charges shall be either original or certified copies. Contractor shall not be reimbursed for any expenses not listed or marked on the first page of this contract.
2. The laws of the Commonwealth of Kentucky shall govern all questions as to the execution, validity, interpretation, construction and performance of the Contract. Furthermore, the parties hereto agree that any legal action that is brought on the basis of this Contract shall be filed in the Franklin County Circuit Court of the Commonwealth of Kentucky.

**3. Conflict-Of- Interest and Principles**

The Contractor hereby certifies by his/her signature hereinafter that he/she is legally entitled to enter into the subject contract with the University and certifies that he/she is not and will not be violating any conflict of interest statute (KRS45A.330-45A.340, 45A.990, 164.390, or any other applicable statute) or principle by the performance of the contract.

**4. Discrimination Prohibited**

During the performance of this Contract, the Contractor agrees not to discriminate illegally against any employee or applicant for employment on the basis of race, religion, color, national origin, sex or age (age 40 and above), physical or mental disability, or status as a Vietnam Era veteran. The Contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, as amended, and of the rules, regulations and relevant orders of the Secretary of Labor. The Contractor will comply with the provisions of the Americans with Disabilities Act as applicable.

5. The Contractor hereby swears that neither he/she, nor any member of his/her immediate family having an interest of 10 percent or more in any business entity involved in the performance of this contract, contributed more than the amount specified in KRS 121.056(2), to the campaign of the Kentucky gubernatorial candidate elected at the election last preceding the date of this contract.

In addition, Contractor further swears under the penalty of perjury, that neither he/she or the Company which he/she represents, has knowingly violated any provisions of the campaign finance laws of the Commonwealth, and that the award of a contract to him/her or the Company which he/she represents will not violate any provisions of the campaign finance laws of the Commonwealth.

6. The Contractor is an independent contractor for NKU; therefore, NKU is not liable for Social Security contributions pursuant to Section 418,42 U.S. Code. Furthermore, IRS Form 1099 will be forwarded at the end of the calendar year if total payments exceed \$600.00.

**7. OCCUPATIONAL LICENSE**

Northern Kentucky University (NKU) annually provides Campbell County/Highland Heights with the same information that we are required to furnish to the IRS, including 1099s. Please be advised that independent contractors may be required by Chapter 110 of the Campbell County Code of Ordinances ([Chapt. 110-116](#)) to obtain a Campbell County Occupational License and a Highland Heights Occupational License. NKU does not administer or collect funds related to the Occupational License.

The Campbell County Occupational License Office staff are available to answer your questions by telephone Monday through Friday from 8:30 am to 4:15 pm at (859) 292-3884.

More information is available online at: [Campbell County Occupational License Office](#)