



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
 Department:
 Account Number:

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: \$ _____ /hour	Mileage current NKU rate	Lodging
	Airfare	Meals
Fee: \$ _____ /service	Other Transportation	Phone
		Miscellaneous

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 _____ Invoice req'd: yes; no

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

Type or Print Name

Campus Phone #

Contractor:

Signature/Date

Type or Print Name

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.

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 was annexed by the City of Highland Heights in 2008. All contractors performing work for NKU must possess a Campbell County Occupational License and a City of Highland Heights Occupational License (administered by Campbell County) and must also pay applicable payroll taxes. For further information call 859.292.3884 or log onto:
<http://www.campbellcountky.org/index.php/home/services/occupational-license>.