PERSONAL SERVICES CONTRACT

THIS AGREEMENT made and entered into on _____ , 20_____ by Southwestern Oklahoma State University, an agency of the State of Oklahoma, party of the first part, hereinafter referred to as UNIVERSITY, and

CONTRACTOR _____

S.S/F.E.I. NO._____

MAILING ADDRESS_____

CITY, STATE, ZIP_____

PHONE NUMBER _____

FOR USE BY UNIVERSITY BUSINESS OFFICE ONLY

Vendor #_____ Amount $_____
Acct._____
Purchase Order #_____ Obj. Code_____

University Division
ACCT. To Be Chgd._____
Document Preparer _____
Date_____Ext. or Telephone #_____

party of the second part, hereinafter referred to as CONTRACTOR.

CONTRACT PERIOD: From_____ , 20 ____ TO _____ , 20 ____ .

WITNESSETH:

That in consideration of the covenants and agreements herein expressed and of the faithful performance by CONTRACTOR of all covenants and agreements, the UNIVERSITY agrees to pay CONTRACTOR the following amount which includes travel and all other related expenses;

_____($_____)

Task Statement: (Please describe the responsibilities of the contractor in one or two sentences.)

TERMS AND CONDITIONS

1. All services performed under this agreement shall be rendered by CONTRACTOR as an independent contractor, and in no way shall the contractor be deemed an employee of the UNIVERSITY.
2. The Contractor shall be responsible for and hold the University harmless from all damage to property, injury to persons, and loss, expense, inconvenience, and delay that may be caused by or result from any act, omission, or neglect of the Contractor.
3. It is understood and agreed that none of the parties hereto shall assign, sublet, or transfer any interest in this agreement without written consent of the other parties.
4. **CERTIFICATION OF EMPLOYMENT STATUS** - By signing this agreement, CONTRACTOR certifies that he/she is not an employee of the State of Oklahoma.
5. **APPLICABLE LAW** - This contract shall be governed by and construed in accordance with the laws of the State of Oklahoma.
6. Audit Clause: In accepting any contract with the State, the vendor must agree to this audit clause which provides that books, records, documents, accounting procedures, practices, or any other items of the service provider relevant to the contract are subject to examination by the agency and the State Auditor and Inspector.
7. By acceptance of this contract, the contractor agrees to comply with E.O. 11246. Equal Employment Opportunity, as amended by E.O. 11375, Amending Executive Order 11246 Relating to Equal Employment Opportunity and as supplemented by regulations at 41 CFR part 60, Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.

RETURN TO: SWOSU/OFFICE OF BUSINESS AFFAIRS/100 CAMPUS DRIVE/WEATHERFORD, OK 73096-3098

SOUTHWESTERN OKLAHOMA STATE UNIVERSITY

_____
(Budget Manager/Associate Dean)

_____
(Dean)

_____
(University Business Officer)

CONTRACTOR ←

_____
Contractor Must Sign Here

NON-DISCRIMINATION CLAUSE

SWOSU in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Section 402 of the Readjustment Assistance Act of 1974, Americans With Disabilities Act and other Federal laws and regulations does not discriminate on the basis of race, color, ethnicity, national origin, sex, age, religion, disability, political affiliation, or status as a veteran in any of its policies, practices, or procedures. This includes but is not limited to, admissions, employment, financial aid, and educational services.