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AUF Contact

**Auburn University Foundation
Professional Services Contract**

AP Use Only – PSC

Phone Number

Auburn University Foundation, _____ / _____ and,
_____, the Contractor, hereby agree that:

1. The Contractor, acting in support of (project/contract/grant): _____
_____ at Auburn University Foundation
will provide the following professional services (be specific):

2. The rendering of services will provide (opinion, report, recommendation, etc.):

3. The Contractor will provide the above services on the following dates or time period:

4. The Contractor will provide the above services at the following location(s):

5. The Contractor will be compensated by Auburn University Foundation for the above services at the following rate:

6. The AUFFOAP that will fund the activity: _____

7. The Contractor will receive compensation for services provided according to the following schedule:

8. The Contractor will will not be reimbursed for travel expenses. If travel expenses are to be paid to the contractor, a signed statement of expenses, including an itemization of the actual transportation, lodging, meals and miscellaneous expenses with appropriate receipts, is to be submitted by the Contractor.

9. The Contractor's country of citizenship (or incorporation) is: _____
If the country of citizenship is anything other than U.S., attach form **PEB-14** (Alien Tax Information form). Payments to non-U.S. citizens must be approved by a Tax Specialist.

10. Will a retiree(s) from an Alabama Teachers/Employees Retirement Systems (TRS/ERS) affiliated entity be assigned to this project? If so, disclose the name(s) of that individual(s): _____

Statement of Disclosure of Public Relationships

In accordance with Alabama State law Act 2001-955, Section 4(a)(1)(2), and (3) Auburn University policy requires the disclosure of certain information regarding vendors and their relationships with the University.

By submitting your Contract/Proposal you affirm under oath that no such relationships (example: family members of employees or public official) exist. If such relationships do exist and the contract value will exceed \$5000, you will be required to submit a more detailed form in association with this Contract/Proposal available at www.auburn.edu/ppp.

Equal Opportunity/Non-Discrimination

Both parties of this contract will comply with all applicable federal and state regulations, rules, and laws, including Executive Order 11246, 504 ADA, and 38 USC 4212 relative to equal opportunity and non-discrimination, unless this agreement is exempted under the rules, regulations, or orders of the Secretary of Labor.

Vendor Registration

All nonemployee persons and/or vendors providing professional services to AU/ACES/AUM as independent contractors MUST register via the AU Vendor Center: <http://vendor.auburnuniversity.net>

This contract has been reviewed and approved as conforming to Auburn University Foundation guidelines as outlined in the Office of Development Procedures Manual by the undersigned Auburn University personnel:

President, Auburn University Foundation

Date

Dean or Director

Date

This contract has been reviewed and accepted by the undersigned contractor:

SIGNATURE: _____

NAME: _____

AU VENDOR #: _____

ADDRESS: _____

SSN/TIN: _____

DATE: _____

AU Department:

After completion and approvals, send completed form to Development Accounting Payment Services, 317 S. College St.