**PROFESSIONAL Services Agreements**

Contract Templates: <https://w1.mtsu.edu/contract/forms.php>

If a vendor does not provide a contract, the department can use this template to draft an agreement to be entered into MT$ource under the Contract Office Form.

Fully executed agreement is required **PRIOR** to service being provided. Department should plan for two-week turnaround time after entering agreement into MT$ource.

**Standard Form**

The MTSU department requesting the services of a contractor will draft the Professional Services Agreement (PSA) by entering the information into the template available on the [Contract Office website](https://w1.mtsu.edu/contract/forms.php). The amount being paid to the contractor needs to be inclusive of any travel, meals, etc. they may request. That amount should be agreed upon between vendor and the MTSU department prior to drafting the PSA. The department can forward a PDF of this standard contract to the vendor for their signature prior to entering the contract into MT$ource under the Contract Office Form, or they can submit it unsigned. Once fully executed, the Contract Office will email the signed contract to the vendor and the department. After the services are completed, the department will issue a cost receipt for the purchase order in MT$ource. The contractor will need to mail an invoice to invoice@mtsu.edu in order to receive payment.

**Short Form**

A shorter version of this form has been approved solely for use by these departments and is available on the [Contract Office website](https://w1.mtsu.edu/contract/forms.php):

* Band of Blue
* Governor’s School for the Arts
* School of Music
* Theatre and Dance

Feel free to contact me if you have any questions.

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