



## **SIMPLE SERVICE CONTRACT GUIDELINES**

The [Simple Service Contract form](#) may be used by departments for the one-time contract types listed below:

- Guest lecturers
- Performers, including DJs and actors
- Speakers
- Note takers
- Models
- Newspaper contract workers
- Photographers
- Program reviewers
- Other services approved by Purchasing and Accounts Payable

The contract must meet the following requirements:

- The contract includes only one payment. No down payments or partial payments.
- Total amount is less than the small dollar purchasing threshold.
- The contract scope does not include any high-risk activities, including those with animals, fire, heavy equipment, or situations that have the potential of physical harm to people or property.
- Payment will be made to an individual, not a company.
- Payment will be made to a non-employee. Employees cannot be paid using this form.
- No additional terms and conditions, including order forms, agreements, etc.

If the contract does not meet any of these requirements, you cannot use the Simple Service Contract form. Please enter a Procurement Contract Request form in SLCCBuy and Purchasing will generate a contract.

This form cannot be used to pay Honorariums. An honorarium is defined as a voluntary cash payment given to a non-employee professional person for a service(s) for which fees are not traditionally or legally required. To pay an honorarium, complete the “Stipend, Award, and Honorarium Payment Form” form found on the [Purchasing and Accounts Payable](#) website and submit it as a Payment Request in SLCCBuy.

### **Form Use Instructions**

1. Complete the form in its entirety. All fields are required.
2. Have the Contractor sign the form before they start work.
3. Contractor performs the service.
4. Submit the Payment Request Form in SLCCBuy and attach the signed contract as the invoice. If the vendor is not in SLCCBuy, enter Vendor Unknown and the vendor will be created. All Payment Requests for these contracts must be entered with Account Code 72530.

We prefer to make payment using ACH/Direct Deposit. Please have the contractor complete the [Vendor ACH/Direct Deposit Form](#) and submit it with the contract.